

# Position Description

## Corporate Administrator

### The Inner Melbourne VET Cluster

The Inner Melbourne VET Cluster (IMVC) is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services for young people experiencing disadvantage for over 20 years. Our purpose is to develop the confidence, education, and employability skills of young people to ultimately transition into work and independence.

The IMVC focuses on service delivery in various regions across metropolitan Melbourne, with current contracts in the west, Melbourne CBD, inner south-east and north. We are well respected in the education sector, government, industry, and the broader community often working collaboratively with other agencies to achieve positive and sustainable transitions for our stakeholders.

Our programs include:

- Accredited and pre-accredited training
- Work-readiness and re-engagement programs
- Coordination of VET delivered in secondary schools
- Workplace learning and industry immersion
- Case management services
- Career and transition initiatives
- National Disability Coordination

#### **IMVC Vision:**

*“Linking the energy and potential of young and marginalised people with industry, government and community”*

<b>Time Fraction:</b>	1.0 EFT (or 0.8 EFT by negotiation)
<b>Reports to:</b>	Executive Officer (EO) IMVC
<b>Employee Allowances:</b>	Laptop and mobile phone
<b>Sick Leave:</b>	10 days a year (pro rata)
<b>Annual Leave:</b>	20 days a year (pro rata)

This is a two-year contract (with the potential for renewal) and is subject to three months' probation, periodic performance reviews and clearance from a police background check and WWC check. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

### **Job summary**

This role is a new role at IMVC.

The focus of the role is to provide professional, confidential, administrative support to the IMVC Chief Executive Officer (CEO) and leadership team, and to effectively support organisational requirements such as general office administration and efficient administration of HR operations.

## Reporting relationships

The Corporate Administrator reports to the CEO.

### Key accountabilities:

- Provide effective and confidential administrative support to the CEO.
- Provide administrative support to the leadership team, as required.
- Provide support to meetings undertaken by the CEO, including organisation of meeting schedules, agenda preparation, minute taking, follow-up on actions and distribution of relevant documents.
- Prepare reports, presentations and other documentation as required. Assist with grant and tender submission documentation.
- Support investigations and research activities as required by the CEO and leadership team.
- Facilitate the efficient management and flow of correspondence and communication to and from the CEO.
- Effectively liaise and maintain positive relationships with all IMVC internal operational areas.
- Establish, manage, and maintain relationships with key external stakeholders to ensure effective information flow and collaboration.
- Provide efficient administrative support for organisational HR operations such as management of employment contracts, Police and WWC checks, staffing lists and personnel files, performance review documentation, and other associated HR operational matters.
- Undertake general office management duties relevant to a small organisation such as organising staff celebrations and purchasing supplies.

## Qualifications

### Essential:

Minimum of three years' experience in the provision of high-quality administrative support to a senior and/or executive-level position.

Formal qualifications in Office Administration or business-related field are desirable but not mandatory.

## Key Selection Criteria

- Able to adapt and provide high-quality administrative support applicable to the nature and diverse levels of administrative requirements in a small, not-for-profit organisation.
- Excellent time management and organisational skills including the ability to multi-task and prioritise workloads, and display attention to detail with a high degree of accuracy.
- Ability to work both autonomously and as part of a team.
- Ability to exercise good judgment in a highly sensitive and confidential environment.
- Excellent verbal and written communication skills with the capacity to liaise effectively with diverse stakeholders including work colleagues, partner organisations, school representatives, regulatory bodies, Government departments, and industry and community networks.

- Strong interpersonal and customer relations skills with the ability to maintain a professional manner in all interactions.
- Excellent digital literacy skills including advanced knowledge of Microsoft 365, document layout/ writing, spreadsheet development, filing systems, and capacity to quickly learn how to use new computer applications. The ability to use digital teleconferencing technologies.
- Ability to adopt an innovative approach to solving challenges and improving efficiency through establishing new office processes.
- Demonstrated positive values of integrity, accountability, teamwork and professionalism; and commitment to service excellence, quality and continuous improvement.
- Demonstrated understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.