

## Role profile

### **Title:** Administration Officer

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| <b>Classification:</b>                                 | SAC Level 4 + Super  |
| <b>Business unit:</b>                                  | Cherbourg Wellbeing Indigenous Corporation Justice Reinvestment  |
| <b>Service area:</b>                                   | Cherbourg  |
| <b>Location:</b>                                       | Cherbourg  |
| <b>Employment type:</b>                                | Full-time.   |
| <b>Job duration:</b>                                   | 12 Month contract with possibility of extension.   |
| <b>Mandatory qualifications or other requirements:</b> | <p>This is an Identified position. Applicants must be of Aboriginal or Torres Strait Islander descent and be recognised in the community as such. Must be a holder of a Working with Children Blue Card.</p> <p>Hold a Class C QLD Drivers Licence.</p> <p>Formal tertiary qualifications are not mandatory, but experience in youth work, community services or working with vulnerable children would be advantageous.</p> |
| <b>Closing date:</b>                                   | 12 mid-day Friday 22 <sup>nd</sup> June 2024   |
| <b>Contact for further information:</b>                | Warren Collins<br>Mob: 04168722478   |

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Cherbourg Wellbeing Indigenous Corporation (CWB) is a newly established organisation that is starting operations in the Justice Reinvestment area. CWB is passionate about reducing the rate our Children, Youth and Adults coming into contact with the Justice System and reducing the number of our people who are being incarcerated.

CWB is funded by both the Commonwealth and State Governments to provide programs and supports to Children, Youths and their Families to endeavour to reduce the rate of offending and to provide positive outcomes for those that are at risk of offending or re-offending.

We are looking for a person who is passionate about providing the support to a dynamic team who want to make a difference in the lives of our young people and families.

#### **Role of the Administrator**

The Administrator's role is to ensure that the day to day business of the office is conducted in an efficient and effective manner. The Administrator will liaise with the Manager and other staff in a timely manner on all aspects of the business.

The Administrator will work closely with the Manager and Coordinator.  
This position has no financial delegation.  
The Administrator reports to the Manager.

### **The Administration Officer's key responsibilities are:**

- Assist in the development, implementation and maintenance of administrative systems and data bases including monitoring and reporting processes and procedures relevant to the business area.
- Assist with the administration support required for provision of information and advice - on a range of project initiatives, which may include financial, human resource, IT, information management and other administrative tasks relevant to the business area.
- Monitor and record incoming correspondence and refer onto the appropriate officer for actioning where required and advise management of emerging issues.
- Consult with a variety of internal and external stakeholders, including, management and staff to ensure efficient and effective delivery of administrative support services relevant to the business area.
- Collate information for correspondence and assist in the preparation of submissions and reports, minutes, agendas, and secretariat functions relevant to the business area.
- Undertake research tasks, project work and other tasks as required by the Manager
- Undertake timesheets and payroll functions in line with legislative requirements. Ensure that all employees are paid in a timely manner.

### **Important information for applicants**

- A probationary period may apply to the successful applicant (unless advised otherwise)
- Successful applicant will be subject to a criminal history check and/or blue and yellow card screening for roles that work with children and clients with a disability.
- Successful applicants may be required to disclose any previous serious disciplinary action
- Applications remain current for 12 months and may be considered for identical or similar vacancies
- Superannuation will be paid on salary.

### **How to apply**

Send your current resume and covering letter addressing the key responsibilities to Edwina Stewart.

Email: [edwinas@cherbourg.qld.gov.au](mailto:edwinas@cherbourg.qld.gov.au). / Or drop application off to the Cherbourg Aboriginal Shire Council, **Community Services Office**.