

WANADA Aim:

To enhance health and well-being of all Western Australians by:

- reducing the harms associated with alcohol and other drug use; and
- enabling a strong and viable alcohol and other drug service system.

WANADA Purpose:

To lead a shared voice within the specialist alcohol and other drug service sector that drives positive change needed to achieve best community outcomes.

WANADA Strategic Priorities:

- Provide an informed voice to influence effective alcohol and other drug service planning
- Advance effective approaches to minimise the impact of stigma and discrimination
- Drive sector implementation of, and policy support for, the principles of self-determination
- Lead a coordinated approach to sector-wide development that enhances best practice and equitable access



Western Australian Network of
Alcohol & other Drug Agencies

Administration and Support Officer: Position Description

November 2022

Position Title: Administration and Support Officer

Responsible to: WANADA Systems Support Manager

Employment Basis: Full time (or by negotiation)

Salary: As per contract
Terms and conditions of employment comply with the relevant award (*'Social, Community, Home Care and Disability Services Industry Award 2010*) and will be set out in an individual contract of employment

Location: Level 1, 1 Nash Street, Perth 6000

About WANADA

The Western Australian Network of Alcohol and other Drug Agencies Inc. (WANADA) is the peak body for the alcohol and other drug education, prevention, treatment and support services in Western Australia.

WANADA's purpose is to lead a shared voice within the specialist alcohol and other drug sector that drives positive change needed to achieve best community outcomes.

Position Description

The Administration and Support Officer works under the direction of, and reports to, the Systems Support Manager.

The Administration and Support Officer will be responsible for core administration processes for WANADA and support the ongoing development of the organisation. They will contribute to the maintenance of organisational records and quality systems, and supporting meetings and events.

As a staff member of the WANADA team a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA's continuous quality improvement, and support other team members as needed. All WANADA staff are required to further the organisation's strategic directions and meet relevant contractual requirements.

The position specific key responsibilities are to ensure a planned approach to the achievement of the position objectives.

Administration and Support Officer Position Objectives

1. Maintain and strengthen operational administration systems, including file and IT systems, membership and stakeholder records and team networking
2. Contribute to the planning and delivery of events hosted and/or facilitated by WANADA
3. Contribute to the continuous improvement of WANADA's quality systems processes
4. Contribute to WANADA's contractual reporting and legislative requirement processes
5. Other tasks as reasonably requested by WANADA's Systems Support Manager or the CEO.

Accountabilities and Performance Indicators:

ADMINISTRATION AND SUPPORT

Performance Indicators

- Maintain an organised and efficient office environment through, for example, administration support, filing and records, reception, email management, meetings support, stationery, and other resources.
- Contribute to IT processes to ensure they meet the organisation's needs.
- Support coordination of team information sharing and meetings.
- Support the co-ordination of WANADA meetings and sector events.
- Assist with maintaining WANADA's accreditation status, and provide administrative support for reviews and updates of the organisation's policies and procedures
- Assist with coordinating and sustain WANADA staff engagement
- Assist with activities to ensure WANADA meets its contractual obligations, including contract reports

Key Selection Criteria

Essential

1. Proficiency with Microsoft Office 365 applications including Excel and Outlook
2. Excellent organisational, interpersonal and communication skills, including written skills
3. Sound record keeping skills with good attention to detail
4. Reliable and enthusiastic with a strong work ethic and good time management
5. Demonstrated ability to work collaboratively in a small team environment

Desirable

6. Understanding of change management and capacity building processes, including supporting staff to achieve desired outcomes
7. Experience in quality processes
8. Experience in contributing to events management
9. Cultural awareness
10. Experience in the non-government and/or alcohol and other drug sector