

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 Officer:

Position Description

August 2023

For Noting: WANADA is recruiting two Administration Officer positions in 2023-24. The following JDF responsibilities will be split across the two roles depending on the skills and experience of the successful candidates.

Position Title:	Administration 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 (<i>'Social, Community, Home Care and Disability Services Industry Award 2010</i>) 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 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 Officer works under the direction of, and reports to, the Systems Support Manager.

The Administration Officer will contribute to 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 key responsibility of the position is to ensure a planned approach to the achievement of the key roles.

Administration Officer

Key Roles	Responsibilities (across 2 positions – not in any order of priority)	Performance Indicators
Administration support	<ul style="list-style-type: none"> • Reception • Providing administrative support to WANADA activities • Maintaining membership and stakeholder contacts and lists • Providing basic frontline information on WANADA and the WA alcohol and other drug sector • Overseeing central e-mail in-box, organising correspondence and replying as and when requested • Contributing to the maintenance and improvements of the office systems • Maintaining an organised and efficient office environment (including stationery, liaising with IT support, and other resources) • File management - filing and archiving • Supporting travel bookings as required 	<ul style="list-style-type: none"> • 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 • Assist with coordinating and sustaining WANADA staff engagement
Organisation support	<ul style="list-style-type: none"> • Supporting the daily business of the CEO, including calendar management • Contribute to the planning and delivery of events hosted and/or supported by WANADA • Providing support as needed to internal and external meetings • Contribute to maintaining sections of the WANADA website, including the service directory • Participate in WANADA's continuous quality improvement 	<ul style="list-style-type: none"> • Contribute to maintaining sections of the WANADA website, including the service directory • Support coordination of team information sharing and meetings • Support the coordination of WANADA meetings and sector events
Other	<ul style="list-style-type: none"> • Other tasks as reasonably requested by WANADA's System Support Manager and/or CEO 	<ul style="list-style-type: none"> • Development and ongoing maintenance of a workplan to deliver against agreed activities

Key Selection Criteria

Essential

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

Desirable

- Experience in contributing to organisational quality processes
- Experience in contributing to events planning and delivery
- Website and/or social media content experience
- Basic graphic design skills including photo resizing
- Aboriginal and Torres Strait Islander cultural awareness
- Experience in the non-government and/or alcohol and other drug sector