

WANADA Aim:

To enable a specialist-sector led approach to achieve reduced harms associated with alcohol and other drugs for all Western Australians.

WANADA Purpose:

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

WANADA Strategic Priorities:

- Provide an informed voice to influence effective alcohol and other drug policy, planning, development and systems reform
- Promote effective evidence-informed systemic approaches that work to address alcohol and other drug 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 quality and evidence-informed practice

WANADA Values:

Relational Engagement

Accountability

Respect

Equity



Western Australian Network of
Alcohol & other Drug Agencies

Administrative Assistant

Position Description

April 2024

Position Title: **Administrative Assistant**

Responsible to: **Finance and Operations Manager**

Employment Basis: **Part time 0.6 FTE (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 alcohol and other drug education, prevention, harm reduction, treatment and support services in Western Australia.

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

Position Description

The Administrative Assistant will work under the direction of, and reports to, the Finance and Operations Manager, who reports to the Chief Executive Officer.

The Administrative Assistant will contribute to WANADA’s daily office operations and supports an efficient and optimised work environment.

As a member of the WANADA team, a key responsibility is to work within the WANADA Principles of Practice, participate in WANADA’s continual 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.

Key Responsibilities

The key responsibility of the position is to ensure a planned approach to the achievement of the position objective, which is to support the workflow of the organisation.

Accountabilities and Performance Indicators:

ADMINISTRATIVE ASSISTANT		
Accountabilities		Performance Indicators
Administration support	<ul style="list-style-type: none"> • Reception services, including email and phone enquiries • Providing basic frontline information on WANADA and the WA alcohol and other drug sector 	<ul style="list-style-type: none"> • Response to phone and email enquiries within 72 hours

	<ul style="list-style-type: none"> • Maintaining and organised and efficient office environment (including stationery, printer, postage, and other resources) • Providing administrative support to WANADA's projects and activities • Assisting with meeting room bookings, set-up and catering • Executive assistance as required 	<ul style="list-style-type: none"> • Enable smooth office operations • Administrative support for meetings, events and other preparations
Systems support	<ul style="list-style-type: none"> • File management, record keeping and archiving • Contributing to the maintenance and improvement of office systems • Liaising with IT support 	<ul style="list-style-type: none"> • Record keeping in line with QMS • IT processes meet the organisation's needs
Other	<ul style="list-style-type: none"> • Other tasks as reasonably requested by WANADA's Finance and Operations Manager and/or CEO 	<ul style="list-style-type: none"> • Maintenance of a workplan to deliver against agreed activities

KEY SELECTION CRITERIA

Essential:

1. Demonstrated experience in clerical and administrative support roles.
2. Excellent organisational and time management skills, with the willingness to take initiative.
3. Strong record keeping skills with good attention to detail.
4. Excellent verbal and written communication skills.
5. Proficiency with Microsoft Office 365 applications.
6. Demonstrated ability to work collaboratively in a small team environment.

Desirable:

1. Experience in the not-for-profit and/or alcohol and other drug sector.
2. Experience in applying culturally sensitive practice and/or willingness to develop enhanced cultural awareness.
3. Experience with bookkeeping and accounting software, i.e. MYOB AccountRight
4. Experience in collating and representing data.