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| **Position title** | | | **Education & Be You Delivery Administration Officer** | |
| **Team/Group** | | | Community (Education & Be You Delivery) | |
| **Work level** | | | 2 | |
| **Position reporting to** | | | Head of Education | |
| **Employment Type** | | | Fixed Term – until 30 June 2023 | |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone’s mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide.  Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** | | |
| **Position purpose** |  | The Education and Be You Delivery Team Administration Officer supports the delivery of the Education and Be You Delivery Units by providing effective governance, administrative and operational support to the Head of Education and Head of Be You Delivery and across these Units.  The role will be responsible for secretariat duties for the Education and Be You Leadership meetings, Education and Be You Delivery Unit meetings and other Unit meetings as advised by the Unit Heads.  This role will involve working in collaboration with Leads and key staff to ensure that the Unit Heads are briefed and prepared for key activities, meetings and presentations and that adequate time has been allocated for preparation and completion.  This role will work closely with the EA to the Chief Community Officer to coordinate the Chief Community Officer’s involvement in Education and Be You Delivery Unit activities and ensure that Chief Community Officer is appropriately briefed and prepared.  The role is a key link between the Unit Heads and direct reports to ensure that all Unit deliverables are met in line with the Annual Plan. | | |
| **Role dimensions** |  | **Direct Reports** | | NIL |
| **Overall team** | | Education and Be You Units |
| **Financial Delegation** | | NIL |
| **Key accountabilities** |  | **Financial:**   * Plan, manage and monitor all travel and accommodation arrangements for the Education and Be You Delivery Units, within approved budget allocations * Arrange catering and venue requirements for the Education and Be You Delivery Unit activities as directed, within approved budget allocations * Ensure Unit Heads credit card acquittal is in line with Beyond Blue policy.   **Administration and Coordination:**   * Provide secretariat duties for the Education and Be You Leadership meetings, Education and Be You Delivery Unit meetings and other Unit meetings as advised by the Unit Heads. * Provide team administrative support across the Education/Be You team including developing and updating team action registers, supporting team functions and activities, supporting team planning and support the Heads with a range of other team requirements as directed * Manage communication and correspondence associated with engagements/events on behalf of the Unit Heads, as requested * Liaise directly with the EA to the Chief Community Officer to coordinate the engagement of the CCO at relevant meetings and events * Manage telephone calls, information, responses and recommendations to and on behalf of the Unit Heads, as requested, and communicate and/or co-ordinate the Heads instructions with various individuals, stakeholders, and/or departments, internally and externally, and at all levels. * Proactively manage the organisation of internal and external meetings for the Unit Heads, including meeting rooms, technical equipment requirements and calendar/availability of all participants.   **People:**   * Build strong relationships both externally and internally, leveraging established networks to promote collaboration across teams * Support and represent the Unit Heads by acting as central liaison point for communication for the Education and Be You Delivery Units, as well as a wide range of other key internal and external stakeholders, ensuring harmonisation and consistency of information   **Process:**   * Coordinate relevant teams to produce presentations and reports as directed by the Unit Heads for key activities, meetings, and presentations. * As requested, manage running of office daily operations, correspondence, and communications (including edits and proofreading), acting on opportunities to improve effectiveness and flow of office activities * Maintain confidentiality and safeguard access to restricted information * Other duties in line with the Education and Be You Delivery Unit priorities may be assigned from time to time. | | |
| **Key behaviours** |  | * Communicate openly and transparently * Support collaboration across teams, Be You Delivery Partners and Beyond Blue * Demonstrated initiative; able to anticipate and act on the needs of a team and respond accordingly | | |
| **Qualifications and key selection criteria** |  | Qualification in administration or office management desirable  Knowledge/skills/experience  Essential   * Highly organised planning skills with a strong initiative and highly methodical, strategic, and proactive approach, and an ability to multi-task and prioritise. * Strong written and verbal communication skills, presentation skills, and be capable of communicating effectively with different audiences. * Ability to organise and prioritise work to meet deadlines as directed with exceptional attention to detail * Strong Microsoft Office skills including but not limited to Outlook, Word, Excel and PowerPoint. * A professional approach to work, and excellent and empathetic communication skills with a high level of customer/external interaction experience. * Demonstrated high degree of discretion and can deal with confidential information. * Extensive experience in administration in a fast-paced environment, a professional approach to work, and excellent and empathetic communication skills with a high level of customer/external interaction experience. * Strong interpersonal skills and confidence to deal with staff at all levels, including senior executives and external partners. * Desire to add value to the team, with interest and enthusiasm for understanding the business operations and activities and supporting growth. * Willingness to commit to and work in line with the Beyond Blue and Be You Values | | |
| **Additional information** |  | **Health, safety and wellbeing**  Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy  **Pre-existing injury**  The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.  **Equal opportunity**  Beyond Blue is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.  **Cultural competency**  Beyond Blue strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.  **Employment is subject to:**  • A current Police Record Check  • Proof of the right to work in Australia | | |
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