



WOMEN'S HEALTH  
AND WELLBEING  
Barwon South West Inc.

POSITION DESCRIPTION

**Regional Support Officer**

This position is located in Warrnambool





**About us**

Women’s Health and Wellbeing Barwon South West Inc (WHWBSW) is a feminist organisation committed to intersectionality, gender equality and best practice health promotion. Our focus is on translating the evidence into action and ensuring this leads to positive change in women’s lives. As regional champions for women and girls we address gender inequality and the determinants of women’s health through leadership, advocacy, knowledge translation, capacity building and strategic partnerships.

We progress equality between women and men as it is a direct and effective way to improve health outcomes for women. Gender equality is also a pre-condition for the prevention of violence against women before it occurs and the realization of women’s sexual and reproductive health, rights and choice, our other priority areas of work.

We cover the Barwon South West region of Victoria, spanning the lands of three Traditional Owner groups – the Gunditjmara, Eastern Marr and Wadawurrung – and the clans that reside within them. This region includes nine Local Government Areas (LGAs), the G21 region including the Borough of Queenscliff, City of Greater Geelong, Colac Otway Shires and Surf Coast, and the Great South Coast (GSC) region made up of the City of Warrnambool and Corangamite, Glenelg, Moyne, and Southern Grampians Shires.

WHWBSW have a Victorian Civil and Administrative Tribunal exemption no: H355/2018 and can advertise for and employ only women.

\* WHWBSW recognise anyone who identifies as a women, regardless of their sex or the gender assigned to them at birth.

**Our Vision** Women are healthy, safe and can access all of life’s opportunities

**Our Purpose** We improve women’s lives through best practice health promotion

**Our Values** Centering Women, Respect, Integrity, Accountability and Courage

**About the position**

This position primarily provides administration support in relation to the implementation of our integrated health promotion activities and projects, working under the direction and guidance of the CEO and senior management team.

This position will also manage the day-to-day office activities of the Warrnambool office, and as directed, provide executive administration assistance to the CEO, Board and senior management team, to ensure the WHWBSW’s goals and objectives are achieved, and business operations run efficiently.

<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010.
<b>Classification and Salary</b>	Pay range: Social and community Service Employee Level 4 Pay Point 1, to be confirmed based on skills and qualifications. Full salary packaging is available
<b>Hours of work and terms of employment</b>	Fixed term part time position – 0.6 FTE 4-year contract
<b>Days of work</b>	To be negotiated, as needed



## **Key Responsibilities:**

### **Administration:**

- Assist and provide administration support to the CEO and senior management team relating to the core health promotion activities and projects.
- Provide executive administration assistance to the CEO including agenda preparation, calendar management, emails and telephone calls.
- Manage travel arrangements and travel activities for the CEO, Board and senior management team.
- Perform general administrative and office support including typing, dictation, spreadsheet creation, maintenance of filing systems and contact databases, event planning and the coordination of team communications, including the flow of information between the CEO, Board and senior management team.
- Assist with recruitment activities and support the onboarding of new employees.

### **Financial Management Support:**

- Assist with accurate and timely administration of the WHWBSW payroll system, including wages, superannuation, Workcover, Fringe Benefits Taxes, insurance, salary packaging and other associated functions.
- Assist with Accounts Payable and Receivable, banking and budgeting.
- Contribute to the implementation, monitoring and evaluation of WHWBSW financial management systems, policies and procedures.

### **Office Management:**

- Managing external relationships with vendors, suppliers and building management.
- Office upkeep/maintenance, Covid-safety measures, security, health and safety.
- IT support - office systems and assets register maintenance.
- Other activities related to supporting the efficient operation of the office as necessary.

### **Professional attributes and behaviors:**

- Commitment to collaboration and sound communication to work within a close team environment as well as working autonomously, with a “calm under pressure” skill set.
- A high level of maturity and ability to exercise discretion in dealing with sensitive information, displaying initiative and a proactive approach to managing workloads.
- Skills to think strategically and demonstrate problem-solving skills, with well-developed diplomacy creating successful working relationships.
- Capacity to work with individuals from a diverse range of backgrounds and cultures in an inclusive and equitable manner.

### **Commitment to our values:**

It is expected that all staff will undertake their role in a manner which is aligned to the WHWBSW values and a commitment to the following:

- Adopting a strategic approach to our work and solving complex problems
- Achieving outcomes
- Modeling our values
- Contributing to thriving relationships and a robust learning culture
- Welcoming different perspectives and creative solutions
- Working in line with WHWBSW policies and procedures
- Promoting WHWBSW vision, purpose and approach and upholding our reputation
- Undertaking other duties as directed by your line manager from time to time



**Other requirements:**

- Satisfactory Police Check

**Key selection criteria**

**Essential**

1. Considerable experience in an administrative role, providing support to senior management around day-to-day operations with the ability to anticipate needs.
2. Career experience in health promotion administration, executive administration, business operations and/or financial management support. Experience and/or knowledge of the not-for-profit sector would be advantageous.
3. Strong computer literacy skills, with proven capabilities in using Microsoft Office products and accounting software.
4. Highly developed time management, planning and organizational skills with the ability to prioritize and meet deadlines.
5. Exceptional verbal and written communication, with excellent attention to detail and meticulous record keeping abilities.
6. Well-developed people skills, with a demonstrated commitment to collaboration and working productively in a team environment.