

**WIMMERA
SOUTHERN
MALLEE
LLEN**



Wimmera Southern Mallee Local Learning and Employment Network Inc

Position Description: Administration Officer

Reports to:	Executive Officer
Employment Type:	Fixed Term Contract (until 31st December 2025), 3-month probation
Time Fraction:	Minimum 0.6 EFT – Fulltime
Location:	Horsham
Salary Package:	\$58,000 - \$65,000 pro-rata (plus superannuation)
Date Prepared:	23 July 2024
Closing date:	19 August 2024
Apply:	Application letter and resume

Executive Officer
Wimmera Southern Mallee LLEN
Mallee Building, Federation University
289 Baillie Street, Horsham Vic 3400
eo@llen.com.au

Organisational Overview:

The Wimmera Southern Mallee Local Learning & Employment Network (WSMLLEN) works to establish collaborations and cooperative relationships involving businesses (industry), educational institutions, and the local community with the aim of shaping a brighter and more promising future for young people. These partnerships are intended to provide opportunities, resources, and support that will help young people thrive and succeed in various aspects of their lives, including education, career development, and personal growth. The goal is to create a synergy among these sectors to positively impact the lives and prospects of young individuals in the community. WSMLLEN works across the Hindmarsh Shire, West Wimmera Shire, Yarriambiack Shire, and Horsham Rural City local government areas.

Position Primary Objectives:

Ensure Efficient Office Operations: The Administrative Assistant will maintain and streamline office operations by effectively managing invoices, data, fleet control, and calendars. This includes providing critical support to executive and project staff and ensuring that all administrative tasks are completed accurately and on time.

Support Program and Project Implementation: The Administrative Assistant will play a key role in supporting various programs and initiatives such as VET in Schools, MATES Mentoring, Let's Read, and other student support programs. This includes managing enrolment data, assisting with project logistics, and ensuring smooth communication and marketing efforts to promote these initiatives.

Primary Responsibilities:

Administration

- Develop and maintain industry databases for the 'School to Work' contract
- Maintain WSMLEEN Member database
- Attend relevant meetings and take, prepare and distribute minutes and agendas
- Work with the 'School to Work' Project Officers to ensure the 'School to Work' portal is up-to-date and managed
- Support the VET Delivered to Secondary Schools program with data entry and enrolment management
- Manage servicing, logbooks, and calendars for WSMLEEN vehicles
- Produce documents and reports including making policy updates
- File management on Sharepoint
- Provide general administrative support to the suite of WSMLEEN programs
- Create and/or review event flyers, posters and marketing collateral
- Create and schedule engaging content for social media
- Create a WSMLEEN bi-monthly newsletter and distribute to members, stakeholders, schools and the broader community.

Candidate Requirements

The following skills and knowledge will be highly regarded.

- Demonstrated strong organisational abilities to manage administrative tasks efficiently, including scheduling, filing, and maintaining records
- Excellent written and verbal communication skills for creating clear and effective internal and external communications
- Effective time management and the ability to prioritise in a busy, evolving and changing environment
- A high level of attention to detail to ensure accuracy in communications, data entry, and administrative processes.

Wimmera Southern Mallee LLEN is committed to fostering a diverse, inclusive, and vibrant work culture that celebrates the richness of our community. We firmly believe that diversity is not only essential but also a source of strength and innovation in achieving our mission. We embrace the unique perspectives, backgrounds, and talents of every individual, and we are dedicated to providing equal opportunities for all.

Agreed Team Values

The value of "**creative**" is all about thinking outside the box and exploring new possibilities. Being creative means not being afraid to take risks, as it requires bravery and resilience to overcome challenges. Creative individuals are solution-focused and highly resourceful, constantly seeking new ways of looking at things to innovate and find better solutions to problems.

The value of "**Committed**" is about unwavering dedication and action. Committed individuals consistently do what they say they are going to do and speak positively about the work they engage in. They get actively involved, are reliable in their responsibilities, and are willing to put in the effort, even when faced with challenges. Being committed means being fearless in pursuing goals and demonstrating a steadfast commitment to achieving them.

The value of "**collaborative**" emphasizes the importance of working together effectively. It involves respecting and valuing diverse ideas, engaging in open and constructive dialogue, and actively listening to one another. In a collaborative environment, everyone's voice is heard, and experiences and expectations are shared openly. This approach ensures that all stakeholders are involved in the decision-making process, fostering open communication and closing the circle of cooperation to achieve common goals.

The value of "**integrity**" revolves around maintaining an honest and principled approach in all actions and decisions. It entails consistently doing what one says they will do, thereby respecting their personal brand and reputation. Individuals who uphold integrity take responsibility for their actions, own up to their mistakes, and are accountable for their commitments. Ultimately, they strive for the best possible results while adhering to a strong moral and ethical foundation.

The value of "**equity**" is rooted in the belief that everyone deserves equal access to opportunities and justice, regardless of their background or identity. It emphasizes the importance of respecting and embracing differences among individuals. Upholding equity requires adhering to the principles of fairness and obeying the law in actions, language, and the creation of opportunities. Effective communication plays a vital role in promoting equity by ensuring that all voices are heard and that the rights of every individual are upheld.