



# Project Administration Officer, Centre for Cultural Diversity in Ageing

## Position Description



<b>EMPLOYMENT TYPE</b>	Part Time (0.6 FTE)
<b>CONDITIONS</b>	Fixed term contract to 30 June 2022, in line with external funding
<b>TEAM</b>	People, Culture and Diversity
<b>REPORTING RELATIONSHIPS</b>	Reports to: Manager, Centre for Cultural Diversity in Ageing Direct Reports: Nil

## Our Vision

A positive, fulfilling experience of ageing where everyone has the opportunity to live their best life.

## Role Purpose

The Project Administration Officer, Centre for Cultural Diversity in Ageing (CCDA), is responsible for the project administrative support of the CCDA and support for the delivery of the objectives agreed with the Department of Health under the Partners in Culturally Appropriate Care (PICAC) program.

The program aims to:

- Improve partnerships between aged care service providers, culturally and linguistically diverse communities and the Department of Health; and
- Ensure the special needs of older people from diverse, cultural and linguistic backgrounds are identified and addressed.

The PICAC program provides funding to an organisation in each state and territory. Benetas is currently the recipient of this funding for Victoria. These organisations form part of the PICAC Alliance. The Manager will contribute effectively to the Alliance which aims to be a voice and discussion conduit into information, training and resources about culturally inclusive practice in aged and community care services.

The Project Administration Officer will assist with the administrative requirements necessary for the PICAC program to operate efficiently.

## ORGANISATIONAL CONTEXT

Benetas is a not for profit organisation dedicated to supporting older Victorians and their friends and carers through a range of services. Our services include a network of residential aged care homes, independent living villages, as well as respite and home care services. We also provide In Home Nursing services for people of all ages and Allied Health services in the Gisborne Oaks region. We are proud of the significant impact we make to the community through our commitment to research and advocacy on behalf of older people as well as our One Wish program and Hardship fund. Benetas was founded by the Anglican Diocese of Melbourne in 1948.

Benetas is also committed to its people. Seventy-nine per cent of Benetas staff say Benetas is ‘A truly great place to work.’ We care about our people’s health and wellbeing and invest significantly in their development. We take pride in being a diverse and inclusive employer. We respect and value differences and we encourage people of all ages and backgrounds to apply. Benetas is a recognised leader in Gender Equality, having been awarded an Employer of Choice citation by the Workplace Gender Equality Agency for 15 years in a row.

Further details about the Centre for Cultural Diversity in Ageing can be found at:

<http://www.culturaldiversity.com.au/>

## POSITION SPECIFIC RESPONSIBILITIES

Key Result Areas	Expectations
Support administration and projects relating to CCDA	<ul style="list-style-type: none"> <li>Keep track of budgets and project expenditure associated with the CCDA.</li> <li>Be familiar with finance and procurement systems to set up new suppliers, receive and process invoices for contractors in an efficient and effective way.</li> <li>Assist with planning and delivery of projects at the CCDA including administrative duties and contributing to CCDA and PCD team meetings as required.</li> </ul>
PICAC Program	<ul style="list-style-type: none"> <li>Design promotional material and resource development.</li> <li>Respond to email and phone enquiries.</li> <li>Assist with the delivery of initiatives that support the provision of inclusive services in aged care.</li> <li>Attend and contribute to PICAC meetings in an administrative capacity as required.</li> <li>Support the design and delivery of training, workshops and the biennial conference that includes the Diversity in Ageing Excellence Awards.</li> <li>Help to set up project meetings and oversee minute-taking at meetings.</li> <li>Support with the administrative requirements of the CCDA’s online training program.</li> </ul>
PICAC Program - Website	<ul style="list-style-type: none"> <li>Support the management of regular uploads and maintenance of existing resources on the CCDA website.</li> <li>Networking and promotion of activities and information including those delivered by other PICAC organisations.</li> <li>Assist with some content development and the distribution of a quarterly newsletter.</li> </ul>
PICAC Program- Social media program	<ul style="list-style-type: none"> <li>Project support for weekly social media good practice examples by interviewing leaders in the aged care sector and placing interviews on Linked In and Facebook platforms.</li> <li>Maintaining the Centre for Culture Diversity in Ageing’s social media and YouTube accounts.</li> </ul>

## SELECTION CRITERIA

Qualifications	
<ul style="list-style-type: none"> <li>A tertiary qualification in project management or administration with proven experience as a project administrator or in similar role</li> </ul>	
Essential Skills and Experience	Personal Attributes
<ul style="list-style-type: none"> <li>Good stakeholder and relationship management skills.</li> <li>Experience in resource development.</li> <li>Effective communication and interpersonal skills.</li> <li>Attention to detail to monitor project variables.</li> <li>Good communication skills to coordinate with team members to ensure the project is completed on time and on budget</li> <li>Excellent knowledge of software programs - Indesign, Microsoft Office, Microsoft Word, Outlook, Google Drive, Gmail, PowerPoint and Microsoft Excel.</li> <li>Excellent knowledge of engaging with social media and experience in website development and using social/professional media platforms such as Facebook, LinkedIn and Youtube.</li> <li>Experience working with older people, community organisations and aged care services.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skills and the ability think on your feet and prioritise tasks by set deadlines.</li> <li>Time Management and the ability to multitask and working under pressure.</li> <li>Interpersonal skills such as verbal communication, problem-solving and listening skills are essential.</li> <li>Strong work ethic, personal integrity and demonstrable commitment to social justice.</li> <li>Ability to develop strong working relationships by building credibility, respect and rapport with stakeholders.</li> <li>Adopt a positive attitude that is proactive and collaborative.</li> <li>Flexible and adaptable in a dynamic working environment with the ability engage and influence to achieve personal and professional goals.</li> <li>Committed to organisational values and the Customer Experience Vision and Principles.</li> </ul>
Desirable qualifications / experience	
<ul style="list-style-type: none"> <li>Knowledge of issues experienced by older Victorians and communities from CALD backgrounds.</li> <li>Experience working in the aged care sector.</li> <li>Knowledge and experience working with diverse communities.</li> </ul>	

## CORE BEHAVIOURS APPLICABLE TO ALL EMPLOYEES

Key Result Areas	Key Tasks/ Behaviours
Living our values in the way we behave and interact with others	<p><b>Respect</b> - Takes time to understand and value each person and respects their choices</p> <p><b>Community</b> - Builds strong relationships amongst stakeholders by working together in an open, involving way</p> <p><b>Spirit</b> - Builds a positive energetic culture dedicated to creating fulfilling life experiences for older people</p> <p><b>Responsibility</b> - Acts with integrity toward our clients, their families and carers and the broader community</p>
Leadership and Team	<ul style="list-style-type: none"> <li>Leads by example</li> <li>Maintains a positive approach that promotes confidence in those around them</li> <li>Is open to feedback</li> <li>Achieves agreed work goals</li> <li>Builds and maintains effective relationships with clients, families and colleagues</li> </ul>
Health, Safety and Environment	<ul style="list-style-type: none"> <li>Displays responsibility for self, team and environment</li> <li>Demonstrates positive approach to own safety and safety of others</li> <li>Achieves agreed work goals relevant to health, safety and environment</li> </ul>
Continual Improvement: Quality and Sustainability	<ul style="list-style-type: none"> <li>Responds to the needs of customers and the changing environment in which our services operates</li> <li>Takes initiative in making improvements to work processes</li> <li>Actively seeks new ideas and improvement</li> <li>Demonstrate evidence of continual improvement activities</li> <li>Strives for best practice</li> <li>Embraces and adapts to change</li> </ul>
Professional and personal development	<ul style="list-style-type: none"> <li>Takes responsibility for driving own professional development, expertise and personal development</li> <li>Completes all relevant on and off-the-job learning experiences</li> </ul>

### Evidence of the right to work in Australia

All Benetas team members must provide evidence of their valid working rights. Appropriate evidence includes an Australian/ New Zealand birth certificate or passport, Citizenship certificate, Permanent residency certificate or an International passport with evidence of a valid working visa. All visas are subject to a Visa Entitlement Verification Online (VEVO) check.

### Police check

All Benetas appointments are subject to a satisfactory police check, and a statutory declaration for those people who have lived overseas over the age of 16 for more than 12months.

### Influenza Vaccination

All Benetas roles are subject to obtaining and maintaining annual influenza vaccinations. Evidence must be provided as a condition of employment.