Position Title: Health Promotion Administrative Assistant
Grading: AO3
Status: Permanent
Part Time
24 hours per week
Location: Ashfield
Responsible to: Health Promotion Manager
Responsible for: Nil
Collaborates with: Health Promotion Team

Our Organisation
Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview
The primary role of the Health Promotion Administrative Assistant is to provide administration support in the delivery of high quality health promotion projects to address the reproductive and sexual health needs of communities in NSW.

Selection Criteria
Essential
- Highly proficient with Windows and Microsoft Office (Word, Excel, Power Point and Outlook) applications
- Highly developed communication (written & verbal) skills
- Sound experience with minutes and meeting procedures
- Experience in establishing and maintaining administrative/office management systems
- Proven planning, time management and organisational skills
- Demonstrated team work skills and ability to work in a diverse multidisciplinary team
- Experience in basic financial systems (petty cash, accounts receivable and invoice creation and payment)

Desirable
- Project management skills

Values
- Family Planning NSW is a pro-choice organisation
  - Staff are expected to fully support an individual’s right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion.
  - As an abortion service provider, all FPNSW staff are expected to actively participate in the provision of abortion services within the full scope of the role they are appointed to.
For this role, that means supporting Health Promotion activities that provide information regarding pregnancy options.

- Must support the Family Planning NSW values:
  - Human rights focus - promoting the rights of all people to reproductive and sexual health
  - Integrity - maintaining a strong ethical base, being accountable and transparent
  - Inclusiveness - valuing and respecting diversity without judgement
  - Equity of access - ensuring access to our services for all including priority populations
  - Client centred - placing the needs of the whole person at the centre of our work
  - Commitment to excellence - ensuring high standards in all our work
  - A just culture – a balanced accountability for both individuals and the organisation

Other requirements
- A Criminal Record Check and Working With Children Check are required prior to commencement in this role

Key Responsibilities
- Preparing monthly health promotion data for the Research and Evaluation Unit
- Maintain regular data entry for health promotion intake and resource distribution
- Coordination of weekly intake meetings and reporting
- Coordination of monthly business meetings - agendas, meeting requests, allocation of a chairperson/presenter for all meetings
- Diary management and setting up meetings
- Managing large volumes of emails from the team
- Stock control and stores management - health promotion resources
- Processing and maintaining orders placed on the website
- Posting of health promotion orders placed on the website
- Stationery ordering and maintenance
- Petty cash, cab voucher and gift voucher distribution and reconciliation
- Invoice processing for payment
- Invoice creation using Greentree
- Booking of flights and accommodation for Health Promotion team
- General administration duties including word processing, photocopying and other administrative tasks as directed
- Maintain effective communication and interpersonal skills with all teams across the organisation

Financial and resource management / administration
- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW.

Work health and safety
- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee’s manager immediately for investigation and remedy
Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment.

**Safety & quality**
- Commit to maintain best practice by adhering to the scope of practice of the position and within role boundaries as defined by Family Planning NSW
- Maintain the required qualifications and competencies to deliver high quality services
- Commit to on-going skill development and take responsibility to update knowledge, enhance skill and competency standards to perform within the context of work
- Adhere to Family Planning NSW’s defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols in a manner relevant and appropriate to the client’s needs
- Adhere to the Incident Management Policy to report and escalate any issues within specified time frames
- Commit to share knowledge, provide support and supervision to less experienced staff
### Family Planning NSW Capability Framework

<table>
<thead>
<tr>
<th>Capability Group</th>
<th>Capability Name</th>
<th>Level Descriptor</th>
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<tbody>
<tr>
<td><strong>Personal Attributes</strong></td>
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<tr>
<td></td>
<td>Display Resilience and Courage</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Act with Integrity</td>
<td>Intermediate</td>
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<tr>
<td></td>
<td>Manage Self</td>
<td>Intermediate</td>
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<tr>
<td></td>
<td>Value Diversity</td>
<td>Intermediate</td>
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<tr>
<td><strong>Relationships</strong></td>
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<tr>
<td></td>
<td>Communicate Effectively</td>
<td>Adept</td>
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<tr>
<td></td>
<td>Commit to Customer Service</td>
<td>Adept</td>
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<tr>
<td></td>
<td>Work Collaboratively</td>
<td>Intermediate</td>
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<tr>
<td></td>
<td>Influence and Negotiate</td>
<td>Foundational</td>
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<tr>
<td><strong>Results</strong></td>
<td></td>
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<tr>
<td></td>
<td>Deliver Results</td>
<td>Intermediate</td>
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<td></td>
<td>Plan and Prioritise</td>
<td>Intermediate</td>
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<td></td>
<td>Think and Solve Problems</td>
<td>Intermediate</td>
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<td></td>
<td>Demonstrate Accountability</td>
<td>Intermediate</td>
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<tr>
<td><strong>Business Enablers</strong></td>
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<td></td>
<td>Finance</td>
<td>Foundational</td>
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<tr>
<td></td>
<td>Technology</td>
<td>Intermediate</td>
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<tr>
<td></td>
<td>Procurement and Contract Management</td>
<td>Foundational</td>
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<tr>
<td></td>
<td>Project Management</td>
<td>Intermediate</td>
</tr>
<tr>
<td><strong>People Management</strong></td>
<td></td>
<td>(supervisory roles only)</td>
</tr>
<tr>
<td></td>
<td>Manage and Develop People</td>
<td>Not applicable</td>
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<td></td>
<td>Inspire Direction and Purpose</td>
<td>Not applicable</td>
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<tr>
<td></td>
<td>Optimise Business Outcomes</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Manage Reform and Change</td>
<td>Not applicable</td>
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</table>
Verification
This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:
Name:
Signature:
Date:

Supervisor:
Name:
Signature:
Date: