

Position:	Project Officer – Executive Support
Remuneration:	SCHADS Level 4 or 5 commensurate with experience
Term:	Permanent Part Time – 16 hours per week with additional hours as needed

STTARS (The Survivors of Torture and Trauma Assistance and Rehabilitation Service) is a community based non-government, not for profit organisation with no political or religious affiliations. It was established in 1991 to provide specialist counselling and related support services to refugees and asylum seekers who have experienced torture and other trauma arising from the refugee experience. STTARS is a member of the Forum of Australian Services for Survivors of Torture and Trauma.

ROLE PURPOSE

The Project Officer (Executive Support) has an important role in providing high level administrative support for the Director to ensure organisational governance responsibilities are met and in the delivery of outcomes for key projects.

KEY RESPONSIBILITIES

Projects and Administrative support:

- Coordinate, plan and execute varying projects as required.
- Support the Director in the coordination of reports, submissions, grant/tender and accreditation processes.
- Manage confidential and sensitive documentation with appropriate discretion.
- Preparation, editing and finalisation of high-quality professional documents including briefs, reports, policies, procedures, correspondence and meeting minutes.
- Contribute to and engage in quality and continuous improvement processes.
- Undertake alternative tasks as may be required from time to time to a professional standard.
- Promote and support the values of STTARS.

Teamwork:

- Develop and maintain positive and effective working relationships presenting as pleasant, courteous, highly professional and able to interact with a diverse range of people.
- Provide assistance to the Leadership Team, Administration Team and other employees as may be reasonably required.
- Work proficiently in a fast-paced environment, and collaboratively with all STTARS team members.
- Work effectively and cooperatively as a member of the team, in accordance with the values of STTARS.

Work Health & Safety:

- Adhere to STTARS Work Health and Safety policies and procedures at all times.
- Take reasonable care for your own health and safety and ensure that others are not placed at risk through your actions or omissions.
- Report all Work Health and Safety risks in a timely manner.

SELECTION CRITERIA

Essential:

- Proven experience and capability in providing senior administrative support in a complex organisation.
- Well-developed interpersonal and communication skills including ability to communicate effectively both verbally and in writing to varied audiences.
- Strong written skills with an ability to prepare high-quality papers free from errors and inconsistencies within strict timelines.
- Demonstrated ability to exercise initiative and prioritise workload in a changing and diverse environment to meet required timeframes.
- Proven capacity to work independently with minimal supervision and as part of a team to achieve strategic and operational outcomes.
- Friendly and professional can-do attitude, taking pride in supporting busy people or teams.
- Demonstrated high level of competency in computer use and relevant software programs (including but not limited to Outlook, Word, Power Point, Excel).
- Strong work ethic with a high attention to detail.

Desirable:

- Knowledge of significant psychological, social and cultural issues confronting asylum seekers and refugees and the impact of such factors as individuals, family and communities settle in Australia. We warmly welcome applicants with lived experience and/or from a refugee background.

Special Conditions:

- Right to work in Australia.
- Working with Children Check or equivalent.
- Able to obtain and provide evidence of vaccinations against COVID-19 (requirement to meet ATAGI definition of fully vaccinated which is currently 3 vaccinations).

PROFESSIONAL CONDUCT

This position is responsible for working at, and maintaining, a high standard of professional and ethical practice.

Maintain confidentiality at all times in line with STTARS policies and procedures.

STTARS staff are required to stay up to date with and work in accordance with STTARS policies, procedures and code of conduct and legislative requirements including but not limited to:

- Work Health and Safety
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- Disability Discrimination
- Relevant Awards
- Relevant Australian Standards
- Privacy Principles and legislation including maintaining confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information and information of strategic importance to STTARS.
- Smoke Free Workplace

This position description provides a general guide as to the major accountabilities of this role.

It should not be taken as a definitive list of duties that may be reasonably expected of the incumbent and may vary from time to time.

Position Description Approved by:	
Date approved:	16/11/22