



# Position Description Administration Officer Farmsafe WA Alliance

<b>Title of this position</b>	Administration Officer
<b>Organisation</b>	Farmsafe WA Alliance
<b>Location</b>	100 Bougainvillea Avenue, Forrestfield
<b>Supervisor's Title</b>	Executive Officer
<b>Supervisor's Name</b>	Sheila Payne
<b>Date prepared</b>	8 February 2009

## Position Purpose

The Administration Officer position provides confidential administrative service to the Executive Officer. When required, the Administration Officer will also be required to provide support to the Project Officer.

As part of this role, you will assist the organisation to reach its business objectives by providing support with respect to the administration of the business, quality customer relationships and procurement functions. Advice and understanding in relation the organisation's financial position is also to be provided to the Executive Officer.

The Administration Officer's role also involves assisting in the creation and driving of new practices with the Farmsafe WA Alliance team, supporting them with their tasks and facilitating the flow of information between networks, committee, team and customers.

## Core Activities

### **1. Administration**

Provide a high standard of confidential support to the Executive Officer, whilst optimising the Executive Officer's effectiveness by developing and utilising office systems and managing administrative requirements. Provide operational support to internal and external stakeholders and maintain effective communications with those businesses that impact on the organisation.

Organise committee meetings, which includes coordinating agenda preparation and distribution, organising catering and venue requirements as well as minute-taking at each meeting.

Assist with customer enquiries and the dissemination of relevant information. Prepare appropriate correspondence to meet the Executive Officer's communication requirements in relation to internal and external contacts.

Manage the administrative functions of Farmsafe WA's business systems plus a diverse number of administrative functions and applications including database and account management. This is to both ensure the business is closely aligned with the strategic plan as well as contractual obligations stipulated by funding bodies.

<p><b>Administration continued..</b> Other tasks may include updating the website as well as problem solving information technology issues. Filing and resource maintenance as well as the replenishing of general office supplies are also part of this role.</p>
<p><b>2. Promotion and Customer Service</b> The Administration Officer is required to provide quality customer service in relation to enquiries and requests by internal and external customers.</p> <p>Promotion of the organisation is also important, through various media such as email, mail, telephone and website.</p>
<p><b>3. Project Support</b> Assistance to the Executive Officer and Project Officer will be required relating to awareness raising activities such as agricultural field days and workshops.</p> <p>Collate information relating to current projects and assist with ensuring certain projects continue to run smoothly. Liaise with Executive Officer and Project Officer on current status of administration relating to projects. Assist with the preparation of reports, presentation material and statistical data to meet Executive Officer's requirements by making use of word processing, spreadsheets and databases.</p>
<p><b>4. Finance/Accounts Support</b> It is imperative that the Administration Officer has comprehensive experience and understanding of using MYOB.</p> <p>Completes monthly inventories and reconciliations for accounts payable and receivable, including compilation of reports such as profit and loss, balance sheet, trial balance and job reports. Payroll tasks are also conducted, under the supervision of the Executive Officer. BAS preparation and the coordination of audit functions is also required.</p> <p>Administer all location procurement functions and all administrative aspects of contract and location contractor management. The position is required to assist in obtaining quotes, raise purchase orders, check and approve invoices, investigate discrepancies and liaise with Executive Officer on spending according to the budget. It is also a requirement to have a working knowledge budgeting processes.</p>
<p><b>5. Membership</b> Periodic membership drives are required to be delivered by the Administration Officer. This involves a combination of direct mail, emailing and advertising. Database management and maintenance also forms part of this task.</p>

## Explanatory Statement

Farmsafe WA Alliance is an independent, not-for-profit, non-government organisations encouraging and leading the way to safer farming. The organisation is comprised of a small working team as well as a committee of volunteers from farming, community and industry groups.

Our mission is: *In partnership with the WA farming community, Farmsafe WA Alliance will identify health and safety issues, provide knowledge and motivation to develop strategies and help find solutions for improved work practices and lifestyles.*

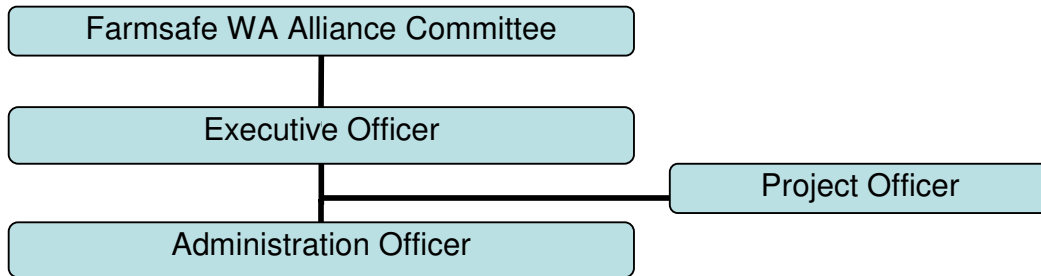
One of our strengths is that we are able to reach a wide audience throughout the state through the support of various organisations and individuals.

Farmsafe WA is involved in developing and coordinating a number of programs relating to farm occupational health and safety as well as injury prevention in rural communities. Programs we have previously been involved with and/or currently run include child safety on farms, noise injury prevention, occupational health and safety on the farm, injury prevention, agricultural machinery and All-Terrain Vehicle safety.

The organisation closely follows a strategic plan that provides guidance for the coordination and delivery of programs that fit within this plan. The profile of Farmsafe WA Alliance continues to grow, with 2009 being the 15<sup>th</sup> year the organisation has been in operation.

## Reporting Relationships

The diagram below illustrates the organisational structure.



## Principal Contacts of this Position

Who	For What Reason
Executive Officer	Carry out office and business administration duties as required and requested.
Management Committee	Book training, take meeting minutes, be a daily functional resource, assist in driving business improvement.
Outsourced resources	Process accounts receivable and payable, administer procurement functions and contractor administrative management.
External Suppliers/Service Providers	Assist with trouble shooting service agreement issues, provide resource coordination, be an organisational point of entry, identify service agreement non compliances. Ensure correct invoicing and payment of services.
Government agencies/Non-Government Organisation's	Source information, provide information, ensure contractual obligations adhered to and provide quality customer service.
Community/Farmers	Understanding priority issues, concerns and needs.

## Ideal Incumbent Specification

### Required Education and Experience

<b>Education Qualifications</b>	<ol style="list-style-type: none"> <li>1. Minimum 2 years office management experience</li> <li>2. Have strong communication and interpersonal skills</li> <li>3. Have a good knowledge of the agricultural industry and agribusiness</li> <li>4. Be highly motivated and autonomous</li> <li>5. Have good commercial business skills, e.g. cashflows, budgets, reconciliations etc.</li> </ol>
<b>Experience &amp; Background</b>	<ol style="list-style-type: none"> <li>1. Needs to have an understanding with the administrative and practical requirements and obligations that the business has in relation to the government requirements in relation contracts and administrative documents.</li> <li>2. Has an high level of understanding and knowledge of customer service requirements.</li> </ol>

### Required Business Skills

Select the specific skill-set and required level of skill from the drop-down list

Commercial Skills	Level		Level
Commercial Customer Relations	Working Knowledge	Telecommunications	Working Knowledge
Accounting Administration	Working Knowledge	eCommerce Technologies	Broad Familiarity
Auditing	Working Knowledge	Internet Communications	Working Knowledge
Marketing Sales	Broad Familiarity	IT Infrastructure	Broad Familiarity
Logistics/Warehousing	Broad Familiarity		
Business Support Skills	Level	EHS Skills	Level
Public relations	Broad Familiarity	Safety Management	Broad Familiarity
Government Relations	Broad Familiarity		

### Success Factor Capabilities

Select the required behaviours and levels needed to successfully perform this role. For definitions of the listed Success Factors, double-click on the following icon:

Success Factor	Level	Success Factor	Level
Communication	Critical	Self-confidence	Required
Customer Focus	Required	Tenacity	Required
Initiative	Required	Attention to Detail	Required
Judgment	Required	Professionalism	Required
Learning Orientation	Required	Out-of-the-Box Thinking	Required