



Position Description

Incumbent:	Job title: Administration Officer
Reporting to: Senior Coordinator, Office of the President and CEO	Department: Office of the President and CEO
Salary/Classification: Confidential	Employment Status: Full-time, Permanent
Direct Reports: Nil	Updated: July 2019

The Organisation:

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

Our Values:

RANZCOG Staff are expected to uphold our Staff Values:

Respect – Embracing diverse cultures, communities and points of view, behaving with open mindedness, treating everyone in a fair and consistent manner.

Accountability – Taking responsibility for our actions, using initiative and welcoming innovation, delivering on our promises and stepping up for our team.

Member Services – Striving to be the best we can be, providing timely and professional service and focusing on building great relationships with our members and customers.

Team Work – Working cooperatively and collaboratively and supporting our colleagues to succeed, recognising and using each other's strengths and communicating openly and honestly.

Integrity – Setting and maintaining high ethical standards and to always do the right thing, even when no one is watching, being sincere and authentic in our approach to foster an environment of trust.

Wellbeing – Providing a healthy and safe workplace, celebrating our successes and having fun!

Your Role:

To be successful in this role, the candidate will require strong organisational skills and will be able to manage a high-volume workload. The candidate will be required to assist the Senior Coordinator, Office of the President and CEO in the administrative functions associated with the Office of the President and CEO to ensure operational efficiency.

Key Responsibilities:

- Coordination of various aspects of incoming requests including, where necessary, initiating College written submissions, endorsements and nominations and liaising with the relevant College department.
- Working closely with the Executive Officer, Office of the President and CEO, to ensure all items and work-in-progress is updated accordingly in relevant office registers.
- Assistance with coordination of presentations and reports as requested.
- Coordination and/or provision of committee administration support including preparation of agendas, minutes and follow up activities to committees/ bodies coordinated through the Office of the President and CEO, including:
 - Executive Leadership Team (ELT)
 - New Zealand Affairs Advisory Committee
 - Organisational Values Working Group
- Assistance in the planning and coordination of College Council Week
- Provision of assistance and administrative support in day-to-day professional office activities within the Office of the President and CEO including coordination and planning of meetings, travel and diary management.
- Other duties as directed by the Senior Coordinator, Office of the President and CEO.

Key Selection Criteria:

The **Ideal Candidate** will have:

- Ability to work meticulously at a high capacity day-to-day.
- Ability to prioritise tasks in a high-volume work environment.
- Superior administrative skills, particularly with respect to accuracy, multitasking and attention to detail.
- Highly developed writing skills and an eye for detail, particularly in regard to preparation of correspondence.
- Ability to use initiative and foresight to meet deadlines and set priorities to ensure effective functions of areas of responsibility.
- Ability to respond quickly and creatively to unexpected and complex work demands.
- Demonstrated flexibility, and ability to collaborate to achieve project outcomes.
- Demonstrated interpersonal skills and the ability to liaise and communicate effectively with a wide variety of stakeholders, individuals and groups.
- A positive, friendly and flexible attitude to workplace responsibilities, with demonstrated initiative and a capacity to work independently and as a member of a team in an environment that deals with sensitive and confidential information.
- Demonstrated time management skills with the ability to meet deadlines, set priorities and operate both independently and in a team environment within the resources available.
- Familiarity with procedures for meetings and ability to record minutes where complex and confidential matters are being discussed.
- Resourcefulness and resilience: an approachable and tactful manner.
- Ability and willingness to assist in all tasks big and small.
- Proficient use of common computer applications, including MS Office, Excel and PowerPoint.
- An interest in and commitment to issues concerning women's health.
- Ability to work some weekends and evenings – time-in-lieu will be available.

Qualifications:

As an **Ideal Candidate** you will have completed:

- Tertiary qualification or an equivalent combination of relevant training and/or experience in an administrative support position.

Key Challenges:

Short, medium and long term goals:

- Delivery of effective and flexible administrative support within a complex educational organisation.

Outcomes:

- Efficient administrative support in relation to designated activities of the Office of the President and CEO.

Workplace Health and Safety:

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Declaration:

I _____ acknowledge that I have read and understood the **Administration Officer** Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: _____ (signature) Date: _____