



Position Description

Job Details

Position Title: Senior Department Administrator

Year: 2018

Department: VisionEd

Section:

Reports directly to: Manager, VisionEd

Direct Reports:

- Nil

Background Information

Qualifications	<i>Undergraduate</i>	
	<i>Postgraduate</i>	
	<i>Other</i>	Administration or Secretarial Cert IV or Diploma desirable but not essential

RIDBC Overview

Royal Institute for Deaf and Blind Children (RIDBC) provides quality, innovative services to achieve the best outcomes for current and future generations of Australians with vision and/or hearing loss.

Our aim is to ensure that children and adults with vision or hearing impairment are given equal access to communication, education, literacy, therapy and health services that will enable them to live a life where nothing holds them back.

Our services include:

- Assessment, early intervention and early learning programs
- Preschool, school and school support services
- Therapy and allied health services
- Rural and remote services delivered via telepractice
- Cochlear implant assessment, surgery and support services
- World class research, continuing professional education and postgraduate programs for professionals working in the field of education for children with sensory disabilities.

As a charity, RIDBC relies significantly on fundraising, corporate and community support to continue to make a difference for people with vision or hearing impairment, their families and the professionals who support them.

Working for RIDBC

RIDBC's ability to provide high quality services to people with vision or hearing impairment is directly dependent on the experience, knowledge and professionalism of its staff.

With more than 470 employees and 1,200 volunteers, RIDBC employs a diverse range of people across its many programs and services including: teachers, audiologists, speech pathologists, surgeons, orthoptists, occupational therapists, psychologists, physiotherapists, technology consultants, academics and researchers.

We also employ a range of people in organisational support functions including finance; people and culture; marketing and communications; community partnerships and fundraising; and technology, operations and property.

RIDBC Values

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| <ul style="list-style-type: none"> • Innovative • Ethical • Sharing knowledge | <ul style="list-style-type: none"> • Striving for high quality • Respectful to all people • Child, adult & family focussed |
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Key Responsibilities

(Including but not limited to)

Admin Support to VisionEd Manager and Section Heads	<ul style="list-style-type: none"> • Prepare, create and compose letters, flyers and other documents in consultation with Manager, VisionEd and relevant section heads. • Assist in planning and preparing for meetings and other group sessions as required.
VisionEd newsletter / ELP VI newsletter	<ul style="list-style-type: none"> • Collect articles for termly newsletter from VisionEd staff. • Produce VisionEd's Newsletter in accessible format and distributed to staff via email. • Prepare termly ELP VI newsletter with ELP VI Coordinator.
Correspondence to families and schools	<ul style="list-style-type: none"> • Prepare correspondence to schools and families in collaboration with VisionEd Manager and relevant Section Heads. • Create mail merges and email groups for the respective services.
Coordinate VisionEd staff PD or event requirements in consultation with VisionEd Manager and Section Heads	<ul style="list-style-type: none"> • This may include booking of venue, preparation of IT equipment and VC link up, catering and copying of training material.
Coordinate department calendar of events	<ul style="list-style-type: none"> • Work with VisionEd Manager and Section Heads to book and plan for significant events / professional development
Oversee Casper statistics for services	<ul style="list-style-type: none"> • Working with VisionEd Manager and Section Heads to ensure accurate recording of appointments, finalising appointments and assisting with lodging of claims.

Maintenance of caseload records associated with VisionEd service enrolments	<ul style="list-style-type: none"> • Work with various section coordinators to ensure caseloads are up to date.
Maintain NDIS funding records and processing of paperwork	<ul style="list-style-type: none"> • Process NDIS paperwork in a timely manner. • Maintain and monitor clients converting to NDIS plans and their plan usage.
Grant funding	<ul style="list-style-type: none"> • Assist with collation of information for grant funding submissions • Monitor and track spending of grant funds.
Assist VisionEd Manager with monitoring of operational budget	<ul style="list-style-type: none"> • Review of income and expenditure for each VisionEd cost centre on a monthly basis.
Undertake other duties as assigned by Vision Ed Manager or Section Heads.	<ul style="list-style-type: none"> • Provide administrative support for new projects.
Compliance in Policy and Procedure	<ul style="list-style-type: none"> • All staff are familiar with and follow RIDBC policies, procedures, any statutory obligations and all workplace health and safety program requirements to ensure a safe working environment for self and others • Follow RIDBC values, policies, procedures and statutory obligations

Knowledge, skills and experience – *Required to perform this role*

- Extensive experience as a Secretary/Administrative Assistant
- Previous experience working with a team of educators/health professionals desirable
- Basic accounting skills
- Computer skills including working knowledge of Microsoft Office Suite, Internet and database maintenance
- Excellent written and verbal communication skills, including the capacity to handle sensitive matters with tact and diplomacy
- Strong attention to detail
- Initiative
- Good team member
- Service and delivery oriented
- Willingness to learn about the organisation and support the charitable ethos of the organisation
- Comply with privacy requirements in the handling of confidential material
- Excellent organisational and time management skills
- Working with children check
- Compliance with Child Protection legislation

Personal Attributes

- Good team member with excellent communication skills
- Approachable
- Outcomes focussed
- Values driven with strong personal and organisation values match
- Service and delivery oriented
- Proactive and persistent
- Collaborative and consultative

Staff member's name (print):		Date:
Staff member's signature:		

Supervisor's name (print):		Date:
Supervisor's signature:		