

Organisational Development Administrator Position Description

Position Title	Organisational Development Administrator
Responsible Council	State Council
Reports To	Group Manager – Organisational Development
Location	State Support Office, 2C West Street Lewisham
Primary Position Objective	The Organisational Development Administrator is responsible for the provision of support for the Organisational Development team. Primary emphasis will be on maintaining the Organisational Development Intranet page, assisting the Learning and Development Partners with events coordination and Learning & Development processes,; coordinating the implementation of the Society Training Calendar and providing general administration support to the Organisational Development team.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Departmental Overview

The Organisational Development team function is responsible for building the capacity of Society people (members, volunteers and staff) for positive organisational growth. This is done through facilitating the development of the skills and capabilities, developing the organisational culture and equipping Society people for positive change. The Organisational Development team function also works in partnership with the HR function and other P&C functions to meet the workplace relations needs of the Society and supporting ongoing organisational change.

Primary Position Objectives

Key Accountabilities and Responsibilities

Learning and development events:

- Contribute to the design and coordinate implementation of the annual training calendar
- Liaise with internal and external facilitators and providers regarding availability and requirements
- Arrange appropriate venues, equipment and catering, with dietary requirements
- Prepare and circulate information and promotional material internally and externally
- Prepare course materials, name tags, attendance sheets, certificates and evaluation forms, and ensure these are delivered to venues prior to events
- Respond to L&D enquiries
- Organise travel and accommodation where required

Organisational Development systems and processes:

- Set up and maintain systems for coordinating, implementing and evaluating OD programs and events, including online systems
- Confirm event details with registered training participants and provide any pre-work or resources
- Arrange training participant sign-in sheets for courses and follow up with 'no-shows'
- Provide regular summaries, reports and updates on learning and development events and participant statistics

Organisational Development finances:

- Check, coordinate and monitor payment of invoices
- Track and report on expenditure
- Organise reimbursement for and on-costing of Organisational Development services
- Collate documentation to show appropriate use of departmental credit card

Continuous improvement:

- Provide evaluative reports on Organisational Development initiatives and events
- Contribute ideas for improving administrative processes within the Organisational Development function
- Liaise with the Organisational Development team to identify and coordinate relevant Organisation Development team capacity building for the Society

Organisational development administration and information management:

- General administration and correspondence as requested by the Group Manager Organisational Development
- Format all Organisational Development documentation to present in a professional manner in accordance with OD stylised formats and/or as directed
- Upload information to the OD Vintranet site as directed
- Coordinate and book catering requirements for OD meetings as requested
- Work with the Organisational Development Group Manager and other OD Managers to set up

systems and process documentation to streamline administrative processes

- Maintain and monitor the OD intranet page
- Collation of Resource Kits
- Continual updating of Society People with member/volunteer attendance and Preceda for Staff training attendance
- Registrations for events/function for members and volunteer events
- Assist in collating evaluations data for inclusion in metric reporting
- Identify resourcing needs in regards to stationery, business cards, etc. for the Organisational Development team
- Organise Organisational Development team meetings and related workshops

Essential Criteria

- Relevant qualification or equivalent experience
- Highly developed verbal and written communication skills and excellent interpersonal skills
- Ability to work as part of a team and to carry out duties autonomously
- Commitment to providing high quality customer service to internal and external stakeholders
- Strong organisation, administration and time management skills
- Intermediate skills in Microsoft software including Word, Outlook and Excel
- Strong computer literacy including use of internet and information management systems
- Willingness to work within the philosophy and ethos of the Society

Desirable Criteria

- Experience in an admin or events management role
- Skills in using SharePoint
- Understanding of organisational development management systems and processes
- Experience or understanding of Not-for-profit or community organisations.

The St Vincent de Paul Society NSW is an Equal Employment Opportunity Employer