



Engender  
Equality

## Administration Manager

### About Engender Equality

Engender Equality (formerly SHE) is a state-wide not-for-profit organisation that supports people affected by family and domestic violence in Tasmania.

We work to end all family, domestic and intimate partner violence.

We see gender inequality as both the cause and the context of family violence.

We believe that only by actively challenging gender-based oppression can we achieve positive and respectful relationships within healthy, inclusive structures and institutions. This outcome will ultimately benefit the whole Tasmanian community.

We acknowledge that family violence is complex and that it includes a broad range of behaviours that are sometimes not recognised as violence. We also know that people are affected by violence in different ways. Due to multiple forms of oppression we commit to an intersectional and lifespan understanding of the impacts of family violence.

A dynamic, evolving organisation, Engender Equality's philosophies, practice and resources are based around lived experience and grounded in research. Our progressive approach, combined with three decades of skills, knowledge and hands-on involvement gives us an edge in the fight for gender equality in Tasmania.

### Our Vision and Service Philosophy

#### Vision

Tasmanians living free from violence

#### Service Philosophy

Engender Equality maintains that the best opportunity for supporting change and achieving goals is created when people we serve are positioned as experts in their experience and at the very centre of the organisation.

Our service philosophy is built on the following positions:

- Family violence is a human rights violation. Violence is unacceptable within a relationship.
- Women, gender diverse and non-binary people, and children have the right to safety within their homes.
- Family violence involves abuse of power and is predominantly directed towards women by men.
- Family violence and abuse is a reflection of the inequities between men and other genders in this society.
- Perpetrators of violence are responsible for the violence.
- Legal sanctions are part of the response to family violence.

## **Role and Service Context**

In 2023 and 2024, Engender Equality has experienced a period of significant growth – in terms of funding, staffing levels, client numbers and scope of services. This level of activity is expected to continue or increase over the medium term.

Engender Equality's growth has increased the organisation's administrative requirements, such that Engender Equality now requires a dedicated role to manage a range of day-to-day administrative and logistical functions, and provide critical administrative support to senior leaders.

## Position Description

<b>Job Title:</b>	Administration Manager
<b>Location:</b>	Engender Equality (State-wide)
<b>Classification/Salary:</b>	SCHADS, Level 6
<b>Employment Status:</b>	Full-time 37.5 hours/week
<b>Reports to:</b>	Chief Executive Officer
<b>Specifications:</b>	Maximum Term Contract – 5 years; 6 month probation period

## Role Purpose

Reporting to the CEO, the Administration Manager:

- Manages the core administrative functions of Engender Equality
- Manages the core logistical functions of Engender Equality
- Provides specific administrative support to Engender Equality's leadership
- Undertakes specific administrative projects.

## Role Responsibilities and Accountabilities

Reporting to the CEO, the responsibilities and accountabilities of the Administration Manager are:

### ***Manage core administrative functions of Engender Equality***

- Maintain the functionality, security and integrity of Engender Equality's record management system
- Manage the functionality, security and use of Engender Equality's intranet, web presence and social media platforms
- Maintain, monitor and update Engender Equality's policy and procedures (excluding those relating to clinical practice)
- Maintain, monitor and update Engender Equality's operational risk register
- Monitor, maintain and update Engender Equality's policies of insurance
- Manage Working with Vulnerable People compliance of all Engender Equality staff
- Manage Workplace Health and Safety requirements for all Engender Equality staff relating to use of facilities, equipment and vehicles
- Facilitate timely responses by relevant Engender Equality staff to general inquiries via phone, mail, email, website or social media from partner organisations, stakeholders and the public.

### ***Manage core logistical functions of Engender Equality***

- Manage repairs and maintenance of all Engender Equality facilities
- Maintain an effective asset management system, including leasing and servicing of Engender Equality vehicles and equipment

- Manage emergency procedures for all Engender Equality staff and facilities
- Manage facility access and security for all Engender Equality staff and facilities
- Manage cleaning and hygiene of all Engender Equality facilities
- Manage the minimisation, reuse and disposal of waste in all Engender Equality facilities
- Manage responsible energy use in all Engender Equality facilities
- Facilitate provision of approved ICT hardware for all Engender Equality staff
- Facilitate provision of approved furniture and equipment for all Engender Equality staff and facilities
- Facilitate provision of approved consumables for all Engender Equality staff and facilities

***Provide specific administrative support to leadership***

At the direction of the CEO, support the leadership of Engender Equality with:

- The administrative aspects of staff recruitment
- Face-to-face staff meetings and workshops
- The administrative aspects of external events organised by Engender Equality
- The administrative aspects of Board meetings and workshops.

***Undertake specific administrative projects***

At the direction of the CEO, undertake specific, time-limited administrative projects (such as establishment of new facilities and introduction of new systems, technologies and/or processes), including:

Implementing administrative project plans

- Develop project plans against agreed timelines and budgets
- Ensure each project plan aligns with and supports other organisational plans and processes
- Methodically and transparently implement each project plan
- Collaborate effectively to ensure project goals are achieved
- Monitor and report on project activities, using relevant software and maintaining orderly and accurate records
- Identify, assess and proactively resolve project issues and risks.

Communicating about administrative projects

- Establish and maintain positive, collaborative and effective partnerships with staff (and where relevant external stakeholders) to ensure each project meets its objectives
- Prepare and deploy internal and external communications plans to support each project
- Provide timely, concise and accurate responses to staff and stakeholder inquiries relating to projects.

### ***Other Responsibilities***

- This position description is not intended to be an exhaustive list of duties. The person selected for this role will be expected to perform other related tasks requested by the CEO and as necessitated by the development of this role and the development of the organisation.

### **Selection Criteria**

1. Prior experience managing the administration of a community sector organisation providing frontline services
2. An understanding of project administration and management principles including planning, implementing, monitoring, reporting, evaluating and improving
3. Demonstrated digital competency, including the capacity to learn and acquire new skills and maximise the use of existing software (including all Microsoft Office applications; with Sharepoint skills well-regarded)
4. Demonstrated high level written and verbal communication skills
5. A positive, solutions-focused attitude, with attention to detail and ability to meet tight and multiple deadlines
6. Ability to work independently and within a small team on own initiative, demonstrating resourcefulness and managing competing priorities.

### **Other Mandatory Requirements of this Role**

- Must hold Australian citizenship or be a permanent resident of Australia.
- Must satisfactorily comply with National Police Clearance and Working with Vulnerable People requirements
- Current drivers' licence
- Capacity to fulfil the basic physical and psychological requirements of the position as set out in Table A below.

### **Key Competencies for all Engender Equality staff**

***Self-Assessment and Reflection:*** The capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our workplace relationships. To be capable of self-awareness, self-management, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.

***Quality:*** Engage in activities that promote continuous improvement in provision of community health services.

**WHS/Risk Management:** Work performance complies with WHS/Risk Management obligations.

**Service Performance:** Services are delivered in a timely manner, meet Engender Equality expectations, and are consistent with sound administrative and operational procedures and practices and within allocated budgets where applicable.

**Communication:** Information is disseminated on-brand, using appropriate media/language to the right people at the right time.

**Accountability:** Individual responsibility to deliver services within the relevant legislative and regulatory framework and through sound financial practice.

### How to Apply

For further information regarding this position, please contact:

Alina Thomas

0438 788 291

[ceo@engenderequality.org.au](mailto:ceo@engenderequality.org.au)

Applications should include a cover letter, an up-to-date CV and a separate document addressing each item in the 'Selection Criteria' and 'Other Mandatory Requirements of this Role,' with reference to the 'Role Responsibilities and Accountabilities' as appropriate.

Please forward your complete application to [ceo@engenderequality.org.au](mailto:ceo@engenderequality.org.au) by COB 20 May 2024.

### Engender Equality's commitment to diversity

The expertise lived experience and cultural wisdom of Aboriginal and Torres Strait Islander, First Nations, LGBTIQI+ migrant, culturally diverse and women with disability are valued by Engender Equality and applicants from these groups are strongly encouraged to apply (as are people with parenting responsibilities). We recognise that this position requires a broad range of skills and as such there is some flexibility in the number of hours worked per week and the key areas of responsibility. Engender Equality encourages applicants to identify their areas of experience that best match the role and any preferred options for flexible working arrangements.

TABLE A: The basic physical and psychological requirements of the Therapeutic Counselling Practice Leader	
<b>Work Environment</b>	
Manage demanding and changing workloads and competing priorities.	Daily
Work in a team environment.	Daily

Work in different geographic locations.	Regular
Be exposed to all outdoor weather conditions.	Regular
Work in unstructured environments (e.g. outreach).	Regular
Work office hours with the possibility of extended hours.	Regular
Work after hours, as operationally required.	Regular
Work in an open plan office.	Daily
Work in buildings which may be two-storey.	Regular
Sit at a computer or in meetings for extended periods.	Daily
Work in an environment with competing demands.	Daily
Present at court and other jurisdictions.	Occasional
<b>People Contact</b>	
Liaise with government, non-government and community organisations.	Daily
Work with clients who may have a physical or sensory disability.	Regular
Interact with members of the public who may display the full range of emotional expressions and behaviours, including partners, significant others, family members, advocates, doctors, police.	Regular
Interact with clients and other people who could display challenging behaviour.	Regular
Facilitate access to specialist, generic and community services.	Daily
Undertake training and professional development activities.	Regular
<b>Administrative Tasks</b>	
Undertake administrative tasks which may include: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	
Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional