



## VACANCY

### Administrative Services Team Leader

**‘Re-advertised. Previous applicants will be considered’**

Do you want to work in one of Australia’s leading organisations providing treatment and rehabilitation to torture and trauma survivors; that’s quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

#### **The Organisation**

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

#### **The Role**

The Administrative Services Team Leader is responsible for managing STARTTS administrative team in providing an effective and efficient administrative support system. Managing performance, coaching, mentoring and developing the administrative team members, as well as the implementation and maintenance of STARTTS physical infrastructure.

The position holder will be required to actively manage the WHS Committee as well as liaise with external service providers in regards to physical resources management.

**Position No:** 1004

**Closing date:** Wednesday 14 December 2022

**Enquiries:** Jasmina Bajraktarevic on 02 9646 6700

**Work Type:** Full-time; 38 hours per week. Contract up to 2 Years (Continuation subject to ongoing funding)

**Location:** Carramar NSW

**Salary:** Health Manager Level 2 (\$102,640 - \$121,739). A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.

#### **Skills and Qualifications Required**

##### **Essential:**

1. Proven experience in administrative support/reception and executive support.
2. Demonstrated experience in office administration and physical resources administration.
3. Demonstrated knowledge and understanding of Work Health and Safety (WHS) issues and objectives.
4. Excellent planning, time management and organisational skills particularly in the area of managing multiple tasks and working within a multidisciplinary team.
5. Well-developed proven experience in team leadership and performance management, managing and mentoring a team within a multidisciplinary and multicultural environment.
6. Excellent oral, written and interpersonal communication skills and demonstrated ability to work collaboratively with a variety of internal and external stakeholders, building and maintaining professional relationships.
7. Demonstrated computer literacy, and demonstrated experience in using MS office programs, including Excel.
8. Current NSW Driver’s licence.



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### Desirable:

1. Qualifications in or currently undertaking relevant studies in administration or management.
2. Knowledge of purchasing and accounting systems.
3. Experience in the development and implementation of administrative policies and procedures.

\*This position is not considered child-related employment and will require a National Police Check.

### COVID -19 REQUIREMENTS

\*In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

### HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a [STARTTS Application for Employment Form](#)
2. Write a **Statement Against the Selection Criteria** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")
3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: [STTS-Jobs@health.nsw.gov.au](mailto:STTS-Jobs@health.nsw.gov.au)

**NB: Depending on the role, if appointed, you may need a current 'NSW Working With Children Check' clearance, follow this link for information on how to apply for your check: <https://ocg.nsw.gov.au/working-children-check/applicant>**