



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

VACANCY

Executive Support Administrative Project Officer

'Re-advertised – Previous applicants remain under consideration'.

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 Executive Support Administrative Project Officer will provide comprehensive administrative support to the Executive. The position plays a crucial role in ensuring the efficient functioning of the Executive Support Team and supporting the CEO's office in achieving its strategic objectives.

The position will primarily be responsible for assisting with day-to-day operations of the Executive office, facilitating smooth communication and information flow, organising schedules and travel logistics, filing and record-keeping, and handling various administrative tasks. The position will also assist with Executive projects, networking activities, and key organisational events.

The position requires someone who is highly organised and resourceful, who can thrive in a fast-paced environment, possess exceptional attention to detail, and take pride in maintaining efficient systems and processes. The position requires the ability to maintain administrative order and structure and be entrusted with handling confidential and sensitive information with the highest level of discretion.

Position No: 1009

Closing date: Friday 29th September 2023

Enquiries: Nikki Kerr on 02 9646 6700

Work Type: Full-time; 38 hours per week. Contract up to 30 June 2025. (Continuation subject to ongoing funding)

Location: Carramar NSW

Salary: Administrative Officer Level 4 under the NSW Health Awards. A generous salary packaging scheme is also offered to reduce the taxable income and increase the take home pay.



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Skills and Qualifications Required

Essential:

1. Demonstrated excellent administrative skills ensuring high levels of accuracy and attention to detail supporting senior management roles, including diary management, travel bookings and stakeholder liaison.
2. Well-developed organisational and time management skills, and ability to work with minimal supervision, meet deadlines and manage competing priorities using initiative when required.
3. Excellent computer skills with experience in Microsoft Office particularly Outlook, PowerPoint, Word and Excel.
4. Demonstrated experience in managing paper based and electronic filing systems.
5. Proven project management skills within an administrative context.
6. Ability to work independently and as a part of a multicultural team with the willingness to be flexible and adapt work practices to suit circumstances.
7. Excellent verbal, written and interpersonal communication skills and ability to maintain a high level of confidentiality.
8. Commitment to work outside of regular working hours as required.

Desirable:

1. Additional qualifications or certifications in project management or relevant fields.
2. Demonstrated interest in human rights and social justice issues.
3. Experience working in the Not-For-Profit sector.

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

VACCINATION REQUIREMENTS

* Category A workers are required to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies) including annual influenza vaccinations. Two doses of an approved COVID-19 vaccine will be required to provide a record of your COVID-19 vaccination status. Annual Influenza vaccinations are mandatory. Vaccination and/or assessment for several other transmissible diseases are also required.

Category B workers must have two doses of an approved COVID-19 vaccine and must also provide COVID-19 vaccination evidence if successful. (The annual influenza vaccination as well as vaccination for other transmissible diseases are strongly encouraged but not mandatory).

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.



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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