



Senior Reception Administration Officer-1007-F

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 position of Senior Reception Administration Officer may be required to relieve any of STARTTS Administrative staff when required and is responsible for the provision of efficient reception and administrative services for STARTTS clients, visitors and other staff. Work in an environment with clients from a torture and trauma background, and the position has been assessed as 'low risk'.

Position No: 1007-F

Closing date: Tuesday 5 March 2024

Enquiries: Rachel Mensforth on 02 9646 6700

Work Type: Fulltime up to 38 hours per week. Contract up to 30 June 2025 (continuation subject to ongoing funding).

Location: Sydney Metropolitan offices in NSW

Vaccination Requirement: Category A

Salary: Administrative Officer Level 3 under the NSW Health Awards. 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. More than two years' experience in a reception role.
2. Demonstrable ability to manage multiple and conflicting priorities in a fast-paced and changing environment.
3. Demonstrated proactive problem-solving skills, including ability to deal with third party providers to achieve solutions.
4. Ability to work with varying levels of management to negotiate solutions to conflicting priorities.
5. Proven experience in Admin support tasks and ability to train new staff in all administrative procedures and practices.
6. Excellent oral, written and interpersonal skills and proficiency in the use of Microsoft Office (desirable if experienced with Microsoft Teams and SharePoint).



VACANCY

7. Ability to work independently and as part of a multidisciplinary team reporting to multiple Team Leaders and within a multicultural environment.
8. Willingness to travel between Carramar, Fairfield, Liverpool, Blacktown and Auburn offices.

Desirable Criteria:

1. Current NSW Driver's Licence.
2. First Aid Certificate.
3. Bilingual/Multilingual.

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

VACCINATION REQUIREMENTS

***This role is a Category A role:** It is mandatory for Category A workers 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. If successful you must provide evidence of vaccination.

Additionally, vaccination and/or assessment is required for Category A workers for the following transmissible diseases – measles, mumps, rubella, varicella (chickenpox), hepatitis B, diphtheria, tetanus, pertussis (whooping cough) and tuberculosis. If successful you must also provide evidence of vaccination and/or assessment.

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

If you have a medical reason for why you cannot be vaccinated, a medical contraindication evidence will be required.

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