

ACT/NSW Branch Administration Manager position description

Position title:	ACT/NSW Branch Administration Manager
Salary:	\$87,594 – \$91,552 p.a. pro-rata, excluding superannuation
Classification:	Level 5
Award:	Social, Community, Home Care, and Disability Services Industry Award [MA000100]
Hours:	12 hours per week
Position tenure:	Permanent, part-time
Employee benefits:	Salary packaging
Location	Canberra or Sydney
Reports to:	ACT/NSW Branch President
Direct reports:	<ul style="list-style-type: none"> • ACT/NSW Branch Office Administrator • ACT/NSW Branch Volunteer Support Coordinator • ACT/NSW Branch Project Officer

Position objective

- Provide administrative support to the ACT/NSW Branch staff and volunteers
- Supports Strategic Area 1 (Breastfeeding Peer Support), Strategic Area 5 (Public Awareness and Promotion of ABA), Strategic Area 6 (Organisational Viability), and Strategic Area 8 (Governance and Organisational Development) in ABA's Strategic Plan.

Requirements of the position

Essential requirements

- Compliance with ABA's Workplace Health and Safety (WHS) Policy
- Current voting member of ABA
- Agreement in writing to abide by ABA's Code of Ethics

Skills and Experience

- Ability to effectively and inclusively communicate in written and verbal formats to ensure all instructions and reports are understood.
- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines, and adapt to changing circumstances.
- Familiarity with relevant technology, including (but not limited to): Microsoft Office 365, email, and social media platforms.
- Previous experience in a leadership/management role is desirable.
- Experience in the management of staff and related human resource activities.
- Ability to work effectively with volunteers and members of the Association, with previous experience in a volunteer organisation desirable.
- Ability to maintain confidentiality of members' personal details.
- Ability to work as part of team and contribute to the motivation and achievement of team goals.
- Skills in financial management and budgeting.

Knowledge

- An understanding of ABA's Code of Ethics.
- A thorough understanding of ABA's Privacy policy.
- An understanding of ABA's electronic communication guidelines and policies.
- A thorough understanding of conflict resolution policy and processes.

Qualifications

- Relevant tertiary degree with relevant experience, or Diploma with substantial experience (5 years +).
- Qualifications in more than one discipline.
- Completed or be working towards completing Certificate IV in Breastfeeding Education (desirable).

Special Conditions

- Attendance at Branch Meetings and employment during school holiday periods will be subject to office workload, but employee will be required to be available when necessary.

The employee may also need to be available to fill in for holiday or sick leave relief work and to attend Branch events (including Branch Conference, Branch Teams Weekend and Training Workshops, conferences and expos) as required.

Communication

Primary

- ACT/NSW Branch President
- ACT/NSW Branch staff

Secondary

- ACT/NSW Branch volunteers
- ABA National Support Office
- Other ABA Branch Office staff members
- External stakeholders and organisations, including government agencies

Key responsibilities

- Manage daily operations of the Branch, including management of the team in consultation with the Branch President and in line with Branch Operational Plan.
- Oversee delivery of planned outcomes in the Branch Operational Plan and deliverables in the state/territory funding agreements.
- Assist the Branch President in the development of the Branch financial budget, monitor actual expenses against the budget, and report to Branch meetings.
- Ensure organisational policies and procedures are followed by the Branch team. Regularly review procedures relevant to Branch Operations and recommend productivity/governance improvements as needed.
- Oversee implementation of grants and identification of funding opportunities.
- Regularly engage with National Support Office and Working Groups to ensure the needs of ACT/NSW Branch and volunteers are represented
- Administration for essential ACT/NSW Branch activities including (but not limited to) "Branch Conference", "Branch Teams Weekend", "Branch Meetings".

- Ensure regular relevant communications and support for Branch volunteers in their work delivering ABA services in their local communities.

Key performance indicators

- All communications must comply with ABA policies, procedures and privacy requirements.
- A friendly and cohesive Branch Administration team is maintained at all times.
- Financial responsibilities processed in a timely manner.
- ACT/NSW administration team reports received in time for Branch Meeting each month.
- Friendly and courteous communication and approachable manner with members, visitors, customers, general public and other staff maintained at all times.
- Accurate records are maintained.

Delegated authority

The ACT/NSW Branch Administration Manager has authority to act within the guidelines of this position description, the Australian Breastfeeding Association Constitution, the Code of Ethics, ABA policies and procedures and the Delegations Manual.

Revision history

Revision	Date	Description of modifications
1	May 2017	Original. Approved by Branch President
1.1	August 2022	Updated.