

Position Description

Position Title:	Business Support Officer
Classification:	Stream A – Admin, Band 2

Purpose of the Role

This role will provide business support to the Strategic Operations Team and work under the direction of the Executive Assistant to the Chief Operating Officer.

This role will assist with diary management, event organisation, functions, meetings and related travel. This role will also support the monitoring and tracking of contract management (including funding agreements and sub-contracting arrangements with external providers) for service delivery.

Key Relationships

This position reports to the Executive Assistant to the Chief Operating Officer and will work closely with the Strategic Operations Team and have strong working relationships with both corporate and operations staff across the organisation, sub-contractors and other key stakeholders.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Assist the Executive Assistants in providing high level support to the Strategic Operations Team
- Diary management and coordination of travel logistics including flights, accommodation and car hire as required
- Provide logistical and administrative support to the Strategic Operations Team such as planning for internal workshops, forums and meetings. This includes the preparation of support materials such as the agenda and minute taking
- Assist with the preparation and submission of reports for the Board, funding bodies and Chief Officers.
- Creation of forms, spreadsheets and other relevant tools to support improved and efficient service delivery.
- Reconciliation of Marathon Health credit cards and re-imbursements for delegated managers where required.
- Undertake project work as required

Other Duties

- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Actively participate in annual performance planning and review activities.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

- I**ntegrity & Trust
- C**ollaboration & Innovation
- A**chievement & Excellence
- R**espect & Empowerment
- E**mpathy & Understanding

Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. Eligibility to work in Australia
3. Valid Australian Drivers Licence

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Experience providing exceptional administrative support at a senior/office management level
- Demonstrated high standard of interpersonal and communication skills and ability to establish and maintain effective workplace relationships with a diverse range of professionals.
- High level of attention to detail, problem-solving, time management and organisational skills.
- Ability to work both independently and as part of a team in a fast paced and changing environment.
- Advanced computer skills and proficiency in the use of Microsoft Office suite (particularly MS word and excel) and ability to adapt to new software applications.

Desirable

- Business or related qualifications
- Experience working in a health or not-for-profit setting.
- Demonstrated experience in contract management and data base systems.