

Application Details

How to apply

Closing date	5pm, Wednesday 22 nd June 2022
Requirements	<p>All applications must include:</p> <ol style="list-style-type: none">1. Completed application form (see below);2. Cover Letter (this must include a statement detailing how you meet the selection criteria);3. Up to date resume; and4. Details of no more than three (3) referees. <p>Applications will only be accepted via email. Please note incomplete applications will not be accepted.</p>

Application Form

Contact details				
Full name				
Phone number				
Email address				
Residential address				
Check				
Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check, National Police Check and a Criminal Police Check.				
Do you consent to undertaking a Police Check? Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.	Yes		No	
Do you consent to undertaking a Working with Children Check?	Yes		No	
Do you hold a driver's licence?	Yes		No	
Other				
How did you hear about us?				

Administration Officer, Mt Druitt Justice Reinvestment



Position Basics	
Position title	Administration Officer
Location	Mt Druitt, NSW
Term of employment	Full-time (5 days per week) (12 month contract)
Remuneration	\$56k – \$65k (depending on experience)
Salary sacrificing	At the time of advertising, JRNSW is deemed to be a Public Benevolent Institution. As a result, JRNSW currently offers the option of salary sacrificing a portion of an Employee's salary (salary packaging). Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary. Salary sacrificing is dependent on the Employee's personal circumstances, JRNSW cannot provide financial advice.
Aboriginal and/or Torres Strait Islander applicants	This is an Aboriginal and/or Torres Strait Islander identified position which is a genuine occupational qualification and is authorized under section 14(d) of the <i>Anti-Discrimination Act 1977</i> .
Direct report	JR Manager, Mt Druitt

Organisational environment

Just Reinvest NSW (**JRNSW**) supports Aboriginal communities to explore and establish justice reinvestment initiatives and advocates for systemic changes that build safer and stronger communities.

- Our goal is to reduce the number of Aboriginal and Torres Strait Islander peoples in contact with the criminal justice system in NSW; and
- Our approach is to work alongside Aboriginal communities to find place-based, community-led and data driven solutions, such as local 'justice circuit breakers', with a particular focus on better outcomes for young people.

This place-based approach informs our broader policy and advocacy work. JRNSW currently partners with the Bourke, Moree and Mt Druitt communities and is guided by an Executive of Aboriginal and non-Aboriginal peoples. We are also supported by a diverse network of people and organisations across the corporate, government and not for profit sectors.

Position purpose

The Administration Officer provides administration support to the needs of the Mt Druitt-based JR team. This role also works on a variety of projects in Mt Druitt as they arise to support collaboration between stakeholders and provide administrative support to project work.

Working relationships

Internal

Direct report: JR Manager, Mt Druitt

Close working relationships: The Mt Druitt JR team will work closely with the Community Engagement Officer on a day-to-day basis. They will also work with the Youth Cell Support Project team and Mt Druitt Youth Ambassadors. The Administration Officer is a member of the broader JRNSW team and as such will collaborate with the other site-based teams as well as the team in the Sydney office to deliver high quality outcomes and to achieve the organisation's strategic goals.

External

The Administration Officer will work with the Mt Druitt JR team to build and maintain relationships with external stakeholders.

Responsibilities and accountabilities

Key Result Area:

Key responsibilities

The Administration Officer will perform their responsibilities to a high standard within agreed timelines and in line with the JRNSW vision, mission, and values.

Key responsibilities include, but are not limited to:

- **General office and administration support, including:**
 - monitor office stationery and IT needs;
 - respond to public requests for information (monitor email inbox, telephone enquiries and forward to appropriate staff member); and
 - record keeping (petty cash reconciliation, data entry to internal data bases).
- **Secretariat support to JR meetings, including:**
 - arrange venues and catering for meetings;
 - schedule meetings (including phoning and emailing community members);
 - record keeping (maintain email lists, paperwork including agendas, minutes & actions);
 - follow up on actions arising from each meeting; and
 - support community and youth participation.
- **Contribute to whole of team responsibilities, including:**
 - support funding opportunities;
 - support professional development opportunities;
 - participate in meetings and training;
 - develop strong intra-office working relationships;
 - event planning; and
 - information coordination between JRNSW team and Executive Team when required by CEO.

Selection Criteria

Essential criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people including a commitment to Aboriginal self-determination, a demonstrated understanding of the justice system, and its impacts on Aboriginal and Torres Strait Islander people
- Understanding of the need for community-led justice reinvestment initiatives alongside a continuing respect and support for Aboriginal cultural practices in dealing with community members and staff
- High quality interpersonal and communication skills across a range of stakeholders
- Commitment to being accountable to the community for your work
- A willingness to learn and take direction
- Demonstrated administrative skills including organising meetings, writing minutes, filing, and maintaining email lists and paper records
- High attention to detail and the desire to provide quality office administration and team support
- A team player who is flexible and with ability and willingness to work in and respond to a varied and evolving work environment
- Ability to work autonomously with good time management skills
- Demonstrated skills in Microsoft Office applications including Word, Excel and PowerPoint

Desirable criteria

- Event management
- Experience working with Aboriginal people in Mt Druitt

Effective date

Approved By	Chief Executive Officer
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Review Date	25/05/2022
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It is important to note and recognise that no position description can completely capture the complexity of tasks required. Therefore, this position description should not be seen as limiting, as we acknowledge that there will be other tasks, not outlined above, that may be required from time-to-time.

All positions evolve and change over time, and we commit to regularly review and update position descriptions to accurately reflect the contribution of employees.