Position Title: Administration Officer  
Position Reports to: Regional Manager, GippsDairy

Business Unit: GippsDairy  
Scope: 24 Month Part-Time Fixed Term Contract

Number of Direct reports: 0  
Number of Indirect reports: 0

Position, RDP and Dairy Australia Purpose

Dairy Australia is the national services body for the Australian dairy industry. The company acts as the collective investment arm of the industry, investing in essential research, development, extension and industry services. GippsDairy is a Regional Development Program in Gippsland, Victoria, funded by Dairy Australia and the Dairy Services Levy.

GippsDairy is involved in research, development, education and extension services to dairy farmers and service providers. The role of Administration Officer is to provide administrative support to the 7 Regional Extension Officers at GippsDairy. The role contributes to the achievement of the goals and objectives set out in the GippsDairy annual operating plan and organises and coordinates office operations and procedures in order to ensure organisational effectiveness and efficiency. The Administration Officer for GippsDairy is based in Warragul and will undertake a range of functions to make sure the administration activities within its business run smoothly.

Main Accountabilities

**Administration Support**

Provide specific administrative support to Regional Manager and Extensions Team, including attending to, and/or arranging the following:

- Data entry of evaluation forms,
- Purchasing of items for extension kits,
- Proofreading of newsletters along with other tasks as directed
- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed
- Creating, updating, and maintaining records and databases
- Updating office policies and procedures
- Scheduling company calendar and updating as needed
- Preparing reports on expenses, office budgets, and other expenditures
- Preparing travel arrangements for office staff and managers;
- Overseeing and preparing expense reports and budgets
- Coordinating building and maintenance issues for general repair

**Financial Administration Support**

- Provide financial administration support including the coding of extension officers’ invoices and reconciliation of credit cards
**Administration Officer**

**Dairy Australia – Position Description**

- Perform financial data entry and general accounts payable and receivable duties
- Manage data, records, and reports by checking for errors and verifying accuracy of information
- Prepare receipts, expense, invoices, etc. for entry into financial systems
- Assist in preparation of financial statements and reports

**Events Management**

- Locate and organise suitable business premises for events including schedules, agendas, accommodation, travel flights, car hire and AV/IT.
- Understand requirements for each event
- Plan event with attention to financial and time constraints
- Book venues and schedule speakers
- Research vendors and negotiate with vendors to achieve the most favorable terms
- Arrange equipment, attendance sheets, evaluation forms and resources for events where required.
- Manage all event operations (preparing venue, invitations etc.)
- Do final checks at the day of the event (e.g. tables, technology) to ensure everything meets standards
- Oversee event happenings and act quickly to resolve problems
- Provide reciprocal back up support to the Executive Assistant and Regional Manager when required.

**Specific Position Requirements**

**Experience/Knowledge/Abilities**

**Experience**

- Above average oral and written communications skills
- Exceptional organisational and interpersonal skills
- Ability to work self-directed, in addition to showing initiative and a positive attitude
- Qualification in administration and/or business training is desirable.
- Basic knowledge of accounting and financial principles and/or mathematical and accounting acuity
- Proficient with all Microsoft Office applications (MS Outlook, Word, Excel, PowerPoint) Adobe PDF and various office equipment.
- Proven ability to exercise discretion concerning matters of a confidential or sensitive nature.
- Previous experience working as a part of a team, with shared goals
# Administration Officer

**Dairy Australia – Position Description**

## Key Working Relationships

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td>• GippsDairy Regional Manager</td>
<td>• External Stakeholders</td>
</tr>
<tr>
<td>• GippsDairy Extension Officers</td>
<td>• Farmers</td>
</tr>
<tr>
<td>• Executive Assistant</td>
<td>• Suppliers</td>
</tr>
<tr>
<td>• Communications and Engagement Officer</td>
<td></td>
</tr>
<tr>
<td>• Dairy Australia’s contacts in relevant roles such as finances, communications and IT</td>
<td></td>
</tr>
</tbody>
</table>

## Role Challenges

Challenges faced in this position could be:

- Providing accurate data entry and recording of financial information
- Managing priorities and meeting deadlines
- Building confidence and support of stakeholders and peers to manage diverse and frequently urgent and competing business demands

## Behavioural Competencies

<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and Organisation</td>
<td>Superior organisation skills and dedication to completing duties in a timely manner, utilising time management and prioritisation skills.</td>
</tr>
<tr>
<td>Written and Verbal Communication</td>
<td>Ability to convey information verbally and in writing to foster, encourage and facilitate open communication.</td>
</tr>
<tr>
<td>Accountability within Judgment &amp; Decision Making</td>
<td>Takes personal responsibility for conduct and the quality and timeliness of work. Makes timely, informed decisions using judgment and taking into account the facts, goals, constraints, and risks.</td>
</tr>
<tr>
<td>Collaboration/Team Work</td>
<td>Shows initiative and encourages cooperation and collaboration. Works cooperatively with others to achieve set goals. Exhibits confidence in self and others. Inspires and motivates others to perform well.</td>
</tr>
<tr>
<td>Client Service/Commitment to Service</td>
<td>Ability to meet/exceed client service needs and expectations and provide excellent service in a direct or indirect manner.</td>
</tr>
<tr>
<td>Resilience and Interpersonal skills</td>
<td>Is composed, calm, confident and focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting &amp; remains open to others’ ideas and tries new things.</td>
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</tr>
</tbody>
</table>

## Flexible Working Opportunities available for this role:

- Remote Working
- Early start/early finish
- Part-time
- Job-share