

## OFFICE COORDINATOR

Organisation	Healthy Male Ltd
Primary Function	Organisational Support
Employment type	Full time contract to September 30, 2023
Work location	Level 2, 492 St Kilda Road, Melbourne
Date document created updated	22 August 2022

### Organisational context

Healthy Male is a provider of information for men's health. We facilitate action on men's health in collaboration with others, advocate for change, empower men and boys to take action on their health, build the capabilities of the health system and workforce, and prioritise our efforts to close the health and wellbeing gaps in specific groups. Ultimately, we are working towards our vision of *generations of healthy Australian men*.

As a small not for profit organisation we are proud of our cohesive team culture, our collaborations, partnerships and proactive approach to our work and our growing list of achievements.

Healthy Male is supported by the Australian Government Department of Health and Aging. More information about Healthy Male can be found at [www.healthymale.org.au](http://www.healthymale.org.au).

### Position purpose

The Office Co-ordinator provides high quality executive and general support to the Healthy Male team. Duties include providing support to the Board, committees, advisory groups as required, including office coordination and its functions to ensure efficient and effective processes for all staff members. The incumbent, by working with the CEO, is also responsible for managing contract progress procedures, and ensuring appropriate processes for reporting and outcome management are in place in accordance with organisation outputs.

This position provides support services to the Healthy Male team on a project and individual basis which plays a critical role in helping Healthy Male deliver its range of specialist, complex and high-volume services to a broad range of stakeholders across Australia.



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Reporting line	The position reports to the CEO, Healthy Male
Supervisory responsibilities	Nil
Financial delegation and/or budget responsibilities	Nil

## Key responsibilities

### Executive administrative support

- Provide Executive office services to:
  - Healthy Male Board
  - Committees (3 committees)
  - Advisory Groups (3 committees)
- Prepare, maintain and publish high quality committee documents including agendas, minutes, action sheets, reports and procedures for these committees and working groups
- Manage Healthy Male committee's and advisory groups administrative requirements
- Coordinate the induction of new advisors and administer advisor engagement
- Develop and implement systems to improve the office operations, enhance service delivery and further strengthen quality procedures relating to governance
- Plan, co-ordinate and manage procedures and processes for all Board, Management Group Working Group and Committee meetings, and provide administrative support
- Coordinate meeting schedules, room bookings and travel arrangements for all Healthy Male board, staff, advisors and contacts as required
- Make recommendations for improved work practices
- Manage correspondence.

### General administrative support

- Provide support to reviews and working parties, including organisation of briefings, interviews, stakeholder engagement and feedback, record of proceedings, advice to the Chair, preparation of draft reports and follow up action
- Provide administrative support for conferences, presentations, events, and other activities and functions
- Undertake ad hoc projects including comprehensive administrative research
- Provide a co-ordinated approach to all administrative tasks to improve work flows and processes across the organisation
- Manage and input purchase orders, invoices and receipts in system for book keeper. Ensure process is adhered to by Healthy Male staff
- Maintain all aspect of office to ensure stationary and equipment requirements are maintained.



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## Other duties

- Support the Communications and Marketing Manager, Health Promotion Manager and Health Content Manager as required
- Contribute ideas for continuous improvement of internal communications and function on matters related to responsibility areas
- Ensure effective communication and information channels to external administrative bodies such as book keeping etc.
- Administer the Learning Management System (Moodle) and associated professional education processes
- Undertake role responsibilities with a high degree of confidentiality

## Professional attributes and behaviours

### A. Teamwork

- committed to sustaining a positive and trusting team culture
- proactive contributor to the work of the team and contribute towards an interdisciplinary approach to care
- willing to work collaboratively with all team members and willing to share information with colleagues
- open and honest communication with all team members
- willing to negotiate positive outcomes with all team members
- willing to develop new skills and knowledge rapidly

### B. Motivation

- demonstrates a confident, optimistic and proactive mindset
- takes ownership of own job and actively considers the consequences of their actions and the decisions they make
- demonstrates commitment to the team, is willing to share responsibility for the team's goals & objectives

### C. Workplace Integrity

- demonstrate ongoing commitment to the Vision and Mission of Healthy Male
- preparedness to consistently undertake work in a manner which is in line with the organisation's values
- treating the workplace environment, other staff and contractors with respect
- dealing with confidential and sensitive information in a professional manner

### D. Workplace Responsibilities

- Healthy Male acknowledges that its staff and volunteers have legislative responsibilities in relation to workplace rights which include, discrimination, victimisation, bullying and harassment including sexual harassment, equal opportunity, disability, family violence and or abuse and children, parents and carers



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It is expected that the Office Coordinator will undertake the role in a manner which is aligned to the values of the organisation and the following leadership performance criteria.

## Shapes strategic thinking

- Proactively supports Healthy Male's vision and purpose
- Inspires
- Leads and influences change

## Achieves results

- Achieves and delivers results
- Promotes best practice and drives effectiveness
- Assumes accountability

## Forges relationships and engages others

- Establishes and maintains networks relevant to our work
- Communicates clearly and adapts to audience
- Promotes information sharing and values and encourages input from others

## Exemplifies personal drive and professionalism

- Models Healthy Male's values
- Engages with others in a respectful and professional manner
- Promotes quality, safety and sustainability

## Drives business excellence

- Builds team and individual capability and expertise

## Key selection criteria

It is expected that the successful applicant will be able to demonstrate the following:

### Essential

1. Understanding of, and demonstrated commitment and energy for, the objectives and values of Healthy Male
2. Highly developed interpersonal skills including the ability to work effectively and respectfully with a broad range of stakeholders and people at all levels of responsibility
3. Highly organised with exceptional forward planning skills
4. High level organisational skills, including the ability to work effectively under pressure and problem solve without immediate supervision whilst maintaining quality output
5. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative.
6. Demonstrated ability to be proactive and show initiative in developing and implementing new systems and methodologies in the administrative environment with a view to efficiency improvements



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7. Highly developed written and verbal communication skills with a record of completing tasks within deadlines with a high level of accuracy and attention to detail
8. Highly proficient in the use of standard office software applications (i.e. Office 365, Monday.com, Adobe, Zoom etc) and interest in utilising digital technologies, with demonstrated ability to utilise local databases for administrative purposes
9. Capacity to manage tele and video conferencing for a national organisation (e.g. administer Zoom meetings)

## Education/Qualifications

Experience or training appropriate to the provision of Office services in a small to medium organisation equivalent to:

- a) A degree with subsequent relevant experience; or
- b) Five or more years' experience and expertise in similar roles; or
- c) An equivalent combination of relevant experience and/or education/training.

## Also required

- The Office Coordinator may be required to attend meetings outside normal business hours
- Current Police check (the successful applicant will be required to undergo a police check prior to employment)

## Other relevant information

- The CEO may amend this position description if required. Any changes will be made in consultation with the employee.
- You are required to comply with Workplace Policies and Procedures (as amended from time to time) and contribute to and maintain a safe workplace environment
- Appointment will be subject to a three-month probationary period from the date of commencement and a Performance Review will occur three (3) months following, then annually considering the key roles and responsibilities and required personal and professional attributes outlined in this position description. In addition to reviewing performance (individual and work team), the meeting provides an opportunity to ensure role clarity, revise key performance activities/measures and set development objectives and goals for the year ahead.