



OFFICE COORDINATOR

Organisation	Healthy Male Ltd
Primary Function	Office Administration
Employment type	Full time contract to June 30, 2021
Work location	Level 2, 492 St Kilda Road, Melbourne
Date document created updated	25 February 2020

Organisational context

Healthy Male (formerly Andrology Australia) has a vision of a healthier life for all men and boys. We are a national organisation that provides easy access to the latest scientific and medical research on male reproductive and sexual health for the public and people working in health.

Healthy Male aims to make this information available to everybody, regardless of gender, age, education, sexual orientation, religion or ethnicity. To do this, we collaborate with Australia's leading peak bodies, researchers, specialists, clinicians and educators to develop information that fills the gaps in men's health.

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. More information about Healthy Male can be found at www.healthymale.org.au.

Position purpose

The Office Co-ordinator provides high quality executive and general administrative function to the Healthy Male team. Duties include providing support to the Board, Management Group and other committees as required, including the office 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.

Through providing support services to the Healthy Male team this position 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	Administrative support staff as required
Financial delegation and/or budget responsibilities	Nil

Key responsibilities

Executive administrative support

- Provide Executive office services to:
 - Healthy Male Board
 - Management Group (monthly)
 - Expert Working Groups and Committees (4 committees; each meeting between 2 and 5 times per year)
- 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 Working Groups and Committee's administrative requirements
- 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 the meeting schedule, room bookings and travel arrangements for all Healthy Male requirements including, but not limited to, Committees including Advisory Board, Management Group and Working Groups
- Make recommendations for improved work practices
- Manage correspondence.

General administrative support

- Provide support to ad hoc reviews and working parties, including organisation of briefings, interviews, stakeholder feedback, record of proceedings, advice to the Chair, preparation of draft reports and follow up action
- 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
- Input 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)
- 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. High level organisational skills, including the ability to work effectively under pressure and problem solve without immediate supervision whilst maintaining quality output
4. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgement and initiative.
5. 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
6. 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



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7. Highly proficient in the use of standard office software applications (i.e. Office 365) and interest in utilising digital technologies, with demonstrated ability to utilise local databases for administrative purposes
8. 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.