

POSITION DESCRIPTION	
Position Title: Administration Assistant	Division: Finance & Corporate Services
Reports To: Administration Manager	Workplace level: Level 4
Loading: Full Time	Special: Will be required to be available to work public holidays and school holidays
Date Position Created: December 2007	Position Review date: 25 June 2018

ORGANISATIONAL ENVIRONMENT

The Organisation

Sovereign Hill is internationally recognised as Australia's foremost outdoor museum. The Sovereign Hill Museums Association is a not-for profit community-based organisation that includes: Sovereign Hill Outdoor Museum, the Gold Museum, Sovereign Hill Hotel, Blood on the Southern Cross and Narmbool.

The Department/Area

The Corporate Services Division is integral to The Sovereign Hill Museums Association ongoing operations and although it is outside the glare of the public the work undertaken by the division is essential to the organisations capacity to function efficiently and effectively. The Corporate Service Team consists of approximately 14 staff covering Administration, Accounts, Payroll, People and Performance and Information Technology.

ORGANISATIONAL CHARTER

Purpose

Our purpose at Sovereign Hill and the Gold Museum is to inspire an understanding of the significance of the central Victorian gold rushes in Australia's national story, and at Narmbool of the importance of the land, water and biodiversity in Australia's future.

Mission

Our Mission is to collect, conserve and interpret the mining, social, cultural and environmental heritage of the Ballarat region.

Values

Service

We will ensure that every visitor's experience is satisfying, and that their needs are paramount in our decision-making.

Respect

We will act with respect and free from any form of discrimination in what we say and do.

Safety

We will maintain a safe and healthy workplace for all our visitors and for all who work on our sites.

Integrity

We will act in accordance with international and national codes of ethical practice for museums.

Responsibility

We will be a socially and environmentally responsible business and employer.

Sustainability

We will maintain our financial viability and independence by using our resources efficiently and effectively.

PRIMARY ROLE
The Administration Assistant assists in providing accurate and timely accounts and administrative functions within the Administration Department in order to assist the team in providing effective and efficient financial reporting to the organisation.
DIRECT REPORTS
<ul style="list-style-type: none"> N/A
WORKS CLOSELY WITH
<ul style="list-style-type: none"> Administration Manager Manager Accounting and Audit Administration Staff

JOB TASKS AND RESPONSIBILITIES	
Key result area	Major activities
Administration	<ul style="list-style-type: none"> • Assist with accounts processing and debtor/creditor payments, including data processing • Assist with stock control and internal audit work • Scan and electronically file accounts payable documentation • Assist with maintaining the administration filing systems • Following set procedures, process daily museum takings in the fishbowl and keep accurate records of all transactions • Follow established procedures for balancing and keying daily takings • Constantly monitor the security cameras/gates and allow authorised access if required • Provide specific information to potential visitors eg: pricing, directions, public transport availability etc, or by ensuring calls are re-directed to their correct destination • Meet and greet visitors to Brightview, ascertaining their business and directing them to the required person or destination when required • Receive and sort incoming mail into relevant area, including accounts, cheques and correspondence when required • Assist with administration and reception duties in the absence of administration staff
Teamwork	<ul style="list-style-type: none"> • Ensure work areas are presented at optimum levels • Work cohesively with all team members • Participate in the induction, training and mentoring of new staff as required • Participate in organisational events and promotional activities as required, including New Gold Mountain roster • Contribute to the enhancement of staff knowledge and skills
Operations	<ul style="list-style-type: none"> • Undertake the responsibility of the position to: <ul style="list-style-type: none"> ➢ SHMA policies and procedures ➢ The Sovereign Hill Code of Conduct ➢ Sovereign Hill Workplace Safety Rules ➢ Equal Opportunity and anti-discrimination legislation and requirements ➢ Occupational Health and Safety (OH&S) legislation and requirements • Participate in performance reviews including one on ones and eLearning modules through PeopleStreme, meetings, staff training and professional development as and when required • Champion, advocate and enforce all organisational policies, procedures and practices • Foster a culture which values safety as primary consideration in all activities • Wear costume and/or uniform in accordance with guidelines of SHMA • Perform other relevant duties as required

KEY SELECTION CRITERIA
<ul style="list-style-type: none"> • Previous experience in a similar role is essential • Demonstrated verbal and written communication skills • Ability to work independently and in a team • Basic computer skills, including a working knowledge of MS Office • Display high level attention to detail • Cash handling and cash reconciliation experience is preferred • Excellent customer service skills • Ability to work independently and in a team • Must show a strong sense of responsibility, be well organised and be able to prioritise tasks • Must present in a professional manner at all times • Must be willing and able to work weekends, public holidays and school holidays

QUALIFICATIONS
<ul style="list-style-type: none"> • Certificate II or III in Business, Office Administration or Accounting, or attainment towards one of these qualifications will be highly regarded

REQUIRED LICENCES/CERTIFICATES
<ul style="list-style-type: none"> • Working with children check • Police Check

SPECIFIC HEALTH AND SAFETY REQUIREMENTS
<ul style="list-style-type: none"> • N/A

OTHER
<ul style="list-style-type: none"> • Must be eligible to work in Australia

EMPLOYERS APPROVAL OF POSITION DESCRIPTION

Patrick Clifford _____
 Director Finance & Corporate Services Signature Date of approval

Mark Karlovic _____
 Head People, Performance & Legal Signature Date of approval

EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood and accept its contents.

 Employee Name Employee Signature Date