

## Circular

<b>Title:</b>	Position Vacant - Full Time Regional Administration Officer
<b>Document ID:</b>	119.07.18
<b>Department:</b>	Human Resources
<b>Audience:</b>	All Staff, Clubs, Members and Branches
<b>Summary:</b>	Call For Applications For Full Time Regional Administration Officer
<b>Date:</b>	24 July 2018

### Regional Administration Officer

Leadership : Community : Safety : Respect : Trust : Teamwork  
All those involved in supporting one overarching principle;

### Saving Lives

At Surf Life Saving Queensland (SLSQ), we don't believe that the skills required to save a life should be restricted to the sand. The Regional Support department has an exciting opportunity for a Full Time Regional Administration Officer to join their North Barrier, Townsville team. This role is responsible for providing efficient secretarial and administrative assistance to the North Barrier Branch and the SLSQ NB Regional Staff, as well as administrative advice and guidance to the North Barrier Regional Clubs (Forrest Beach to Sarina).

#### In this role you will:

- Ensure that required North Barrier and Regional Support administration, processes and reporting are completed.
- Prepare and distribute correspondence on behalf of the North Barrier Branch President and other Branch Officers.
- Administer Special Events Applications and deal with routine enquiries and correspondence.
- Assist the North Barrier Branch Director of Finance & Planning with preparation of financial reports and audit requirements.
- Coordinate facilities and arrangements for North Barrier Branch meetings, presentations and functions/dinners.
- Attend to pre and post administration for surf sport events.
- Maintain a current and up-to-date North Barrier Regional Office Operations Manual (Administration).

#### Necessary Qualifications & Experience

- Working with Children Blue Card or ability to obtain one – essential.
- Understanding of Surf Lifesaving or a similar community/volunteer based activity, including experience working with volunteers.
- Sound knowledge of Surf Lifesaving policies, procedures and constitutions and by-laws.
- Excellent verbal and written communication skills.
- Demonstrated experience developing and submitting timely, clear and accurate reports.
- Experience using SLSA's Surfguard membership database AND Carnival Manager Program.
- Advanced knowledge of the Microsoft Office suite of programs – in particular Word, Excel, Outlook and Power-Point.
- Typing speed of 70+ wpm.
- Demonstrated ability to prioritise and meet competing deadlines.
- Understanding of MYOB accounting software.
- Ability to work autonomously.

#### In order to succeed and make this role your own, you will have

- Great organisational and time management skills.
- High level of attention to detail and initiative.

#### Surf Life Saving Queensland

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- Work well under pressure.
- Trustworthy and highly motivated and enthusiastic.
- Customer-focused and enjoy working as part of a team.
- Strong work ethic.
- Highly developed interpersonal skills.
- Excellent telephone manner.
- Ability to work flexible hours – including weekends and evenings.

Benefits:

- Free Parking at the Regional Ops Centre.
- Functional Administrators Office.
- Working with an effective friendly team.
- SLSQ Training is provided for all levels of Surf Awards at no cost to staff.
- Annual Flu Vaccination.
- Flexible and supportive work environment.
- Located in Pallarenda (Townsville).
- A job you'll love where you contribute to saving lives each day.
- As a registered not for profit organisation, in addition to your remuneration, you will enjoy generous tax free salary packaging benefits.

If you meet the above criteria, are excited about taking the next step within Surf Life Saving Queensland then we would love to receive your application.

To apply, please send your resume and cover letter briefly outlining how you meet the above criteria to [hr@lifesaving.com.au](mailto:hr@lifesaving.com.au).

Applications close at on Sunday 12<sup>th</sup> of August 2018.

**“Please remember to always swim between the red and yellow flags!”**

***SLSQ is an equal opportunity employer with commitment to safeguarding children and young people. All candidates will be required to undertake a working with children check.***