



Job Description:	Office Manager
Position:	Office Manager for Mental Illness Education ACT
Salary Range	Community Sector Multiple Enterprise Agreement, Level 4
Hours	25 hours per week, 5 hours/ day
Conditions	All conditions in line with collective agreement
Direct Supervisor	MIEACT Executive Officer

Organisational context

Mental Illness Education ACT (MIEACT) is an innovative and highly respected community mental health educator which, since 1993, has worked to promote understanding and awareness of mental health throughout the ACT community. MIEACT's aims are to improve knowledge of mental health, to challenge assumptions about mental illness, and to reduce discrimination towards people with mental illness. MIEACT's core business involves an exceptional group of volunteers with a personal experience of living with mental illness conducting mental health promotion with schools, community and government agencies. Centrally located in Civic, MIEACT has a small vibrant permanent staff team committed to reducing stigma in the community.

Position statement

The role of Office Manager is an exciting new position within the MIEACT team. Core to this role will be centralising the administrative functions of the office to create streamlined, efficient and effective operation. The position requires 5 hours/day, five days/week, to ensure office coverage and continuity. This position will be central to organisation and communications in the office and will be responsible for developing and implementing business processes and systems to support the efficient operation of the office. The Office Manager will need to work very closely and effectively with the Executive Officer and all other members of the MIEACT team.

Specific Duties

1. Provide the first point of contact for the MIEACT office.
2. Oversee office administration procedures including records management, meeting support, library maintenance, insurance and office equipment.
3. Prepare accounts and invoices, and provide support to the MIEACT bookkeeper.
4. Manage printing and distribution of resources for the school, and community programs.
5. Support, strengthen and maintain good working relationships with clients.
6. Oversee Occupational Health and Safety implementation.

Team Responsibilities

- Ability to work as part of a team in a community organisation.
- Work within the policies and procedures of MIEACT.
- Participate in performance appraisal and review.
- Attend meetings as required.
- Participate in training and development appropriate to the position.

Selection Criteria

Essential

- Excellent interpersonal and communication skills.
- Capacity to work respectfully with mental health consumers and carers and understand how mental illness can impact on people.
- Highly developed administrative skills with a particular attention to detail.
- Organisational ability and the capacity to manage competing tasks within time constraints.
- Ability to work effectively in a small team or independently when necessary.
- Competence in computer applications including microsoft data bases and MYOB.

Desirable

- Experience working with volunteers.
- Experience working in a community organisation.

Requirements of the Job

- Ensure that confidentiality is maintained at all times.
- Undertake a Police check.
- Adhere to MIEACT's Child Protection Reporting Policy.
- Be available to work 5 hours per day, five days per week with occasional flexible hours