

Administration Officer - Services Position Description

Position title: Administration Officer - Services
Classification: SCHADS Award: Social and Community Services Employee, Level 2, Pay point 1
Reports to: Supervisor or Manager

About CPL – Choice, Passion, Life

CPL is a leading community support provider across Queensland and Northern New South Wales, partnering with people with disability and their families to create meaningful change.

Through personalised support, specialised guidance and expertise in collaborative decision making, we empower each person to live the life they want at every stage.

We are driven by a deep commitment to understanding our clients' aspirations and turning their vision into reality.

Drawing on decades of experience, we deliver practical, impactful support that makes a real difference – combining our expertise with genuine care to support individuals, families, and communities.

Our vision

An inclusive society for all people.

Our purpose

To provide services for people with disability so they can lead the life they choose.

Our difference

Our attitude is what makes us different. We're hopeful, determinedly enthusiastic and down-to-earth. When it comes to disability, we know one size does not fit all, which is why the CPL team ensure every effort is made to accommodate individual goals and needs.

Our values

Our values are a promise. A promise of how we will work with each other and with our clients, make decisions and choose to act.

Be here

At CPL Group, we love what we do and it shows in the way we choose to “Be here”, contribute our expertise, our time, our energy and our ideas to make a difference. We always work to the best of our abilities to deliver quality services and support, holding ourselves accountable for our behaviours, action and delivering on our commitments.

Connect

Having genuine connections with others is what we're all about at CPL Group. We value relationships, we work respectfully, and we always aim to add value in our interactions and find positive win/win solutions.

Tune in

Everyone has individual needs and may need different solutions; we recognise and respect this at CPL Group. Tuning in means we listen to understand and ask questions for clarity, before we act, which we do with empathy and care.

Grow

There's always more we can do, which is why we strive for improvement and excellence, continually looking to improve ourselves, our ways of working and the impact we create. We value opportunities to learn and develop because we know personal growth is achieved when we step outside our comfort zone.

Speak up

We are confident to speak up and share what we have to say at CPL Group. We communicate with respect and honesty, and raise issues so they can be resolved, particularly when it comes to the safety and wellbeing of ourselves and others.

Position purpose

To provide high quality clerical, administrative and secretarial services to achieve optimum levels of support to the business area/service.

To support continuous improvement in the business performance of the business area/service and effectively contribute towards achievement of the organisation's vision and purpose.

Key responsibilities

- Provide effective clerical, administrative, receptionist and/or secretarial services as appropriate to ensure optimum support to the business area/service.
- Deliver professional and timely customer service which positions the organisation positively and favourably with all who come into contact.
- Develop and maintain effective relationships with relevant internal and external stakeholders to ensure high quality outcomes are achieved.
- Effectively administers and contributes to the management of operations and systems established for the successful administrative functioning of the business area/service: which may include word processing, financial processing, personnel administration and the processing of payroll documentation in accordance with CPL policies and procedures.
- Undertake data entry and maintenance of records to ensure that the reporting needs of management are met, and databases maintained in accordance with CPL policies and procedures or relevant funding body guidelines and requirements.
- When required, provides intermediate computer software applications and technology assistance to all relevant staff in consultation with the IT department.
- When required, assists with the coordination of relevant CPL assets and physical resources in line with infrastructure budgets.

- Actively participates and provides leadership in training and regular team meetings as directed.
- Undertakes other responsibilities as required and directed by manager or delegate.

Supplementary responsibilities

- Embodies CPL Group values in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

Key customers

- Reports directly to the Supervisor or Manager.
- Liaises internally with local and head office staff, administrative teams, clients and families.
- Liaises externally with: Government staff and appropriate representatives from funding bodies, other local service providers, the public, suppliers and contractors.

Selection criteria

Applicants must address the following criteria in writing to be considered for this position:

- Demonstrated experience in providing quality clerical, administrative, receptionist or secretarial support.
- Strong numerical and analytical skills with basic accounting knowledge and skills in financial processing and maintenance of financial records.
- Intermediate skills in computer software applications and technologies, including the Microsoft Office suite of programs and Microsoft Edge.
- Demonstrated problem solving, time management and task prioritisation skills including the ability to achieve quality outcomes under pressure and within deadlines.
- Effective interpersonal and communication skills, both written and verbal; and the ability to develop and foster relationships within a team and the ability to work independently to deliver results and outcomes.

Additional requirements

These do not need to be addressed in selection criteria but must be included in application:

- Current 'C' class driver's licence with regular access to a vehicle.
- A Working with Children Check, Blue Card in Queensland, or a Working with Children Check in New South Wales.
- NDIS Worker Screening Check issued by the NDIS Quality and Safeguards Commission.