



Position Description

Position Title	Administration Officer – Archives Assistant
Directorate	Corporate Services
Reports to	Senior Manager Business Improvement
Date of Job Description	15/07/2024
Conditions	Conditions of employment are documented in the Mallee Family Care Enterprise Agreement 2012
Employment Status	Full-Time Fixed Term Contract
Salary	This position is classified as Band 2 – Admin Officer, with a salary range of \$62,783.45 - \$83,970.43, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
Hours of Work	This is a full time position. Work outside normal office hours may be required.

Position Objectives	
<p>This position is responsible for the scanning of Mallee Family Care’s archived records and information. You will be responsible for digitising physical archived files which will require preparation, scanning, quality control checking, and indexing records as per MFC’s policies and procedures. These records and information can come in several formats including, paper, digital or photos.</p>	
Key Responsibilities & Duties	Performance Expectations
File Preparation.	All staples, fasteners and plastic pockets are removed from the hard copy documents within the file.
File Scanning.	<p>All hard copy files are organised into years and scannable dividers are inserted into the file. Documents are scanned in batches using an OCR version scanner</p> <p>An electronic folder is created and scanned documents are placed in this folder.</p>

File Quality Control.	<p>Electronic batch documents are organised by reorientating and removing blank pages. Then combined together to create one file</p> <p>Electronic batches are checked against the hard copy files to establish all pages have been scanned.</p>
File Indexing.	<p>Each scanned file is saved under a client name and Birth date.</p> <p>Each scanned document is saved to the right program folder</p> <p>Ensure the correct document management indexation is used for the program file scanned</p>
Maintaining the storage location of all archived information and records.	<p>Making sure all archived hard copies of information and records are filed in the correct location as per the archived databases.</p> <p>Making sure all archived soft (electronic) copies of information and records are filed in the correct location as per the archived databases.</p>
Confidential information and records are secure at all times.	<p>Ensure soft (electronic) copies of records are properly stored in designated secure folders on the network. This includes locking your network access when you are not using the network.</p>
Supporting staff and management.	<p>Assist the Administration Officer – Archives develop policies and procedures for archiving and OCR scanning for records management.</p> <p>Assists information technology staff to develop plans for electronic records management for archiving directorate.</p>
To participate in supervision.	<p>As per Mallee Family Care Supervision Policy.</p>
To be compliant with e3Learning courses.	<p>Completing compulsory allocated courses each quarter.</p>
To undertake other duties as may reasonably be required.	<p>Undertaking other duties required by your Line Manager.</p>

Qualifications and Experience:

- Certificate 3 in Business Administration or relevant experience in Administration / Reception, and data entry essential.

Key Selection Criteria:

Applicants are invited to submit their applications addressing the following selection criteria:

- Good written and oral communication skills.
- Familiarity with information systems and archives.
- Demonstrated experience and working knowledge of Microsoft Office and computer systems.
- Good organisational skills, including the ability to exercise initiative.
- Ability to work in a confidential and professional manner.
- Ability to prioritise tasks and meet deadlines.

Organisation Structure and Values

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, Executive General Manager Community and Wellbeing, Executive General Manager Education, Training and Research and Executive General Manager Child and Family Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

Our Vision

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

Our Mission

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

Our Approach

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

Other Information:

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check

Benefits of working at Mallee Family Care

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after two years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment