

**TENANTS' UNION OF NSW
POSITION DESCRIPTION**

ADMINISTRATION OFFICER LOCUM

JOB TITLE:	Administration Officer	STATUS:	<ul style="list-style-type: none"> • Contract • Full time • 35 hours per week • Parental leave (March 2026 to April 2027 w possible extension)
REPORTS TO:	Chief Executive Officer and Administration Coordinator	UNIT:	Administration
		SCHADS CLASSIFICATION:	SCHADS Grade 5
		SALARY:	\$55.38-\$57.88 per hour (pro rata equivalent of \$101,055 to \$105,634 per annum) plus entitlements
POSITIONS REPORTING TO ADMINISTRATION OFFICER			

ORGANISATIONAL CONTEXT:

The Tenants' Union of NSW Co-op Ltd (TU) is a Community Legal Centre specialising in housing law matters. The organisation supports the work of tenancy services with advice, training and resources; acts for individual tenants in public interest litigation; and promotes the interests of tenants with government and non-government organisations and in the media.

The TU's strategic plan aims at ensuring:

- we effectively communicate and strategically deploy our organisational identities
- building a constituency for change in tenant laws and practices
- create a strong viable and sustainable organisation.

This position provides key administration support for the organisation and works closely with other members of the administrative team.

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KEY PURPOSE:

The position facilitates the smooth operation of the office environment and provides administrative support to staff. It has a key role in providing administrative support for the TU's annual calendar of training events.

KEY ACCOUNTABILITIES:

- Work alongside the Administration Coordinator and CEO to ensure the smooth operation of the workplace.
- Provide administrative support to staff
- Maintain organisational databases
- Assist the Training team with training workshop administration
- Contribute to other initiatives of the organisation, within the scope of the classification of the role.
- Participate in and contribute to staff meetings
- Take reasonable care of the health and safety of self and others, co-operate with the Board of Directors in its efforts to comply with WH&S requirements

SELECTION CRITERIA:

Essential

- Advanced word processing skills including the capacity to use stylesheets, tables, footnotes, cross-references and mail merges
- Demonstrated capacity to implement administrative systems including databases
- Ability to take initiative and solve problems
- Demonstrated organisational skills and the ability to work under pressure and to meet deadlines
- Good interpersonal and writing skills

Desirable

- Willingness to work with cloud-based office

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- A commitment to human rights and social justice

Signed: _____ (Employee)

Date: __/__/__

Signed: _____ (Employer)

Date: __/__/__