



Position description

Title:	Administration Assistant
Branch/Department:	Train Operations
Status:	Part Time
Location:	Belgrave
Reports to:	Office Administration Supervisor
Direct Reports:	Nil
Hours/Days of Work:	Approximately 30 hours a fortnight - negotiable
Requirements:	<p>Current Victorian Working with Children Check (WWCC)</p> <p>Resolved National Criminal History Check and participation in periodic checks</p> <p>Completed a National Transport Commission Category 3 Health Assessment Medical</p>

Job Purpose

The Train Operations Administration Assistant position will support the Office Administration Supervisor on various administrative tasks ensuring the professional, efficient, and timely execution of processes, procedures, and communication both internally and with external stakeholders.

The position will focus on carrying out tasks to ensure that records, systems, and procedures remain available and up to date in line with organisation, statutory and regulatory requirements.

Key Duties & Responsibilities

- Support the Office Administration Supervisor in ensuring that all relevant reports, documents and associated process paperwork are completed, maintained and stored according to any PBR agreed process or system
- Support in the administration and upkeep of database management systems ensuring updates are recorded in a timely and accurate manner
- Data entry, document scanning, filing and archiving as required
- Assist with roster management as directed
- Assist with agenda preparation and minute taking for meetings as required
- Basic financial administration, including processing invoices in established finance systems
- Respond to email, phone and in-person enquires from volunteers, employees or vendors as required
- Support the work of colleagues in the Train Operations team when and where directed

General Responsibilities

- May have direct contact with children and will be required to follow all appropriate policies
- Maintain a Child Safe environment including reporting responsibilities and procedures
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- High level verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills, with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite and database management
- Focus on service excellence, exceeding internal and external customer expectations
- Basic financial and bookkeeping skills looked upon favourably

Qualifications & Experience Required

- Experience, or formal training in administration
- Experience in data base management and rostering viewed favourably
- Familiarity working with a volunteer workforce considered favourably

Key Relationships

- PBR staff, volunteers and visitors
- External vendors and suppliers

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> • Manual handling task (0 – 9kg) • Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> • Hand/arm movement i.e. stacking, reaching, typing and sorting • Walking on uneven surfaces • Sitting at workstation • Responsibility for the safety of others

Additional Notes

- Some weekends and public holiday work will be required on rostered basis
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safe Policy and Child Safe Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing

Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name:		Employee Signature:		Date:	
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Approved By:	Peter Essig	Date:	November 2022
Last Updated By:	Elizabeth Oxworth	Date:	November 2022



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

Our Children, Our Focus, Our Future, Speak Up!