

Administration Coordinator	
Job/Role Title	Administration Coordinator
Location	The role will be primarily based at TSANZ Offices, located at 405/5 Hunter St, Sydney, NSW 2000 with flexible 'work from home' options available.
Reports to	Manager – Operations and Member Services
Reports	Nil
Classification and FTE	Full-time (1FTE)
About Us	
<p>The Thoracic Society of Australia and New Zealand Ltd (TSANZ) is a health promotion charity and the only Peak Body in Australia and New Zealand that represents all health and research professionals working in all fields of respiratory health and has a membership base of over 1800 individuals.</p> <p>The TSANZ is a leading provider of evidence-based guidelines for the treatment of respiratory conditions in Australia and New Zealand, undertakes professional education and training, is responsible for significant research administration, and coordinates an accredited respiratory laboratory program.</p> <p>Our Purpose</p> <p>As the leaders in lung health, we promote the:</p> <ul style="list-style-type: none"> • Highest quality and standards of patient care • Development and application of knowledge about respiratory health and disease • Highest quality air standards including a tobacco smoke free society, effective regulation of novel nicotine delivery systems and reductions in air pollution exposure • Collaboration between all national organisations whose objects are to improve the wellbeing of individuals affected by respiratory conditions and to promote better lung health for the community • Professional and collegiate needs of the Membership. <p>Our Mission</p> <p>We lead, support and enable all health workers and researchers to prevent, cure and relieve the burden, disability and mortality caused by respiratory conditions.</p>	

Primary Purpose of the Position

This position is primarily responsible providing administrative support for the day-to-day operations of the TSANZ including assisting with secretariat support for TSANZs Board and Committees.

The role will help [TSANZ achieve its Strategic objectives](#) by focusing on TSANZ's Strategic goals as they relate to:

1. **Strategic Program 1 - Meeting our Member's Needs**, including:
 - Goal 1) Members feel welcomed, valued and actively contribute to a vibrant community of respiratory health and research professionals.
2. **Strategic Program 6 - Sound Governance and Financial Sustainability**, including:
 - Goal 1) The TSANZ operates with good governance and a focus on financial and environmental sustainability, risk management and legislative compliance.

Key Accountabilities

Office Administration

- Provide administration support to the CEO and senior leadership team.
- Engage with- and respond to TSANZ members, stakeholders and the general public. Providing a high level of customer service, discretion, and diplomacy when communicating.
- Analyse incoming correspondence, prepare draft responses, source advice on items which require attention and independently initiate appropriate action where appropriate.
- Maintain TSANZ records of correspondence, engagement, reports and policies.
- Responsible for ensuring content on the TSANZ website is maintained in a timely manner, engaging with TSANZ staff and members regarding content as required.
- Liaise with contractors and suppliers to ensure TSANZ Office facilities are maintained in an appropriate fashion, including responsibility for monitoring stock levels and ordering of supplies.

Committee Support

- Assist with providing secretariat support for the TSANZ Board and various committees from time to time with a senior officer or manager to review prior to submission.
- Assisting with organising meetings, preparing agendas, writing minutes and following up action items, collating and distributing meeting papers.

Other

- Assist with other duties in accordance with key accountabilities and scope of the position to meet the administrative requirements of TSANZ activities.
- Assist with data entry and accounts (membership information, invoices, sales, credit card and other receipting)
- Support the TSANZ Board and other members (where necessary) to organise travel for attendance at TSANZ meetings.

Selection Criteria	
Education/Qualifications	<ul style="list-style-type: none"> • Minimum of TAFE qualifications in business administration or equivalent (including equivalent experience)
Skills, Knowledge and Experience	<ul style="list-style-type: none"> • Well developed organisational and administration skills with exceptional attention to detail and ability to coordinate competing priorities. • Outstanding written and verbal communication skills. • Experience working with a NFP organisation (preferably in the health sector) or in an administration or secretariat capacity would be desirable. • Ability to undertake committee functions and the preparation of agendas and writing minutes would be highly desirable. • Demonstrated ability to effectively deliver successful and timely outcomes. • Demonstrated ability to manage stakeholder relationships and work collaboratively to achieve joint objectives. • Intermediate proficiency in the use of MS Office Suite, a working knowledge of MYOB and database management is desirable.
Attributes	<ul style="list-style-type: none"> • Ability to handle sensitive and confidential information. • Demonstrates enthusiasm and a “can-do” approach • Modelling a strong work ethic by taking an inclusive, flexible and solutions focused approach, inviting collaboration and fostering internal and external relationships. • Ability to foster a culture of teamwork, co-operation and assistance. • A demonstrable commitment to contributing to the achievement of TSANZ’s strategic objectives and mission.
Other	<ul style="list-style-type: none"> • A national police check will be required. • All employees of TSANZ must be permanent residents of Australia or hold a valid employment visa. • Attend meetings, professional development, conferences and seminars as required.
Certification	
<p>I am satisfied that this position description accurately describes the requirements of the position.</p> <p>.....</p> <p style="text-align: center;">Dr Graham Hall, TSANZ CEO Signature and Date</p>	
<p>I have read this document and agree to undertake the duties and responsibilities listed herein.</p> <p>I understand that I may be required to undertake additional duties and responsibilities and/or that my duties and responsibilities, reporting line or job title may reasonably change from time to time in accordance with organisational requirements.</p> <p>.....</p> <p style="text-align: center;">Employee Name, Signature and Date</p>	