

Position Description

Administration Officer



The Clinical Oncology Society of Australia (COSA) is the peak national body representing health professionals from all disciplines whose work involves the care of cancer patients.

COSA's vision is quality multidisciplinary cancer care for all, and our mission is to improve cancer care and control through collaboration.

COSA achieves this by:

- supporting the professional and educational needs of cancer health professionals
- enhancing cancer care and control through network development
- advocating for improvements in cancer care and control
- facilitating research across the spectrum of cancer

COSA conducts an Annual Scientific Meeting (ASM) – a national platform for multidisciplinary cancer health professionals, seminars and other educational activities related to clinical cancer related service delivery issues.

JOB TITLE:	Administration Officer	STATUS:	12-month contract (with potential to become permanent)
LOCATION:	Sydney, NSW	HOURS:	35 hours per week negotiable
REPORTS TO:	Chief Executive Officer, COSA	POSITION NO:	COSA 2019-1
SALARY:	Salary will be determined according to qualifications and experience.		

ORGANISATIONAL CONTEXT

COSA is a multidisciplinary health professional organisation with over 1000 members. It employs 7 full-time and part-time staff.

COSA is affiliated with, and provides medical & scientific advice to, Cancer Council Australia (CCA). CCA provides administrative support to COSA.

COSA is located at CCA offices Level 14, 477 Pitt Street, Sydney NSW.

THE ROLE

The Administration Officer will report to the Chief Executive Officer, and work closely with the Executive Assistant (EA) and Project Management team to ensure the team can effectively meet the requirements of COSA, its membership and associated committees.

The role is responsible for providing key administrative support, and best suits someone with well-developed organisation and people skills who can multitask, be proactive and is passionate about working in the oncology sector.

The role may require occasional work outside of regular hours and interstate travel.

RESPONSIBILITIES

Responsibilities of the role include, but are not limited to:

- Travel administration – booking flights and accommodation for committee members and event delegates
- Assist in the organisation and coordination of educational events
- Assist in the organisation and coordination of Board, Council and other committee meetings, and take minutes if required
- Assist in the organisation of the COSA Annual Scientific Meeting
- Maintain accurate records and filing systems
- Assist with invoicing and purchasing entries
- Maintain effective working relationships with internal and external clients
- Assist in the coordination of member communications including Cancer in the News, ASM eAlerts, Group Communications, newsletters and other communications as required
- Maintain the COSA membership database
- Upload and maintain website content
- Assist in the management of other projects depending on COSA's needs
- Contribute to the overall well-being of the organisation and avoid participation in any activity that might be harmful to the good operation, health, or reputation of the organisation
- Be alert to any unsafe work practices or environments and take steps to ensure that no staff member or visitor is placed in a position potentially dangerous to themselves or others.
- Other duties as instructed by the Chief Executive Officer

MAIN OBJECTIVES

- Managing competing priorities and needs of multiple stakeholders while meeting the demands of a fast-paced, diverse environment
- Working with the professional volunteers of the COSA committees, meeting their competing needs, and at the same time ensuring COSA's strategic objectives are not compromised

KEY RELATIONSHIPS

- Maintain efficient and effective communication with the COSA Chief Executive Officer, COSA and CCA staff, COSA members and other stakeholders
- Maintain effective communication with external parties and stakeholders, including but not limited to ASN Events, Atlas, Swift Digital, DesignCycle, We Love Mondays Creative, and Imagination Printers

SELECTION CRITERIA

Essential Criteria:

- Excellent organisational and time management skills, with the ability to manage multiple tasks to meet deadlines
- Good oral and written communication skills
- Good attention to detail
- Excellent interpersonal skills
- Computer literate and experienced working with databases, websites and Microsoft Office 365 applications
- Ability to work independently and as part of a team
- Full working rights in Australia

Desirable Criteria:

- Experience in a similar role
- Experience with social media platforms
- Experience with NetSuite financial management system
- Knowledge of, and/or experience in, the healthcare system – particularly oncology
- Understanding of, and commitment to, the not-for-profit sector

Reviewed by:	Chief Executive Officer	Date:	February 2019
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