

Position Description

Position Title: Administration & Project Officer
Position Status: Full time (38 hours per week)
Reports To: Director, Communications
Location: 95 Drummond Street, Carlton, VIC. 3053

Summary

Penington Institute actively supports the adoption of approaches to drug use which promote safety and human dignity. Primary activities include thought leadership, policy contribution to governments, advocacy and campaigning, workforce development, drug education and training, and research and analysis.

The Administration Officer is a key member of the Penington Institute communications team. He/she will often be the first point of contact for members of the public, partners, supporters and other key stakeholders. The role is multi-faceted and requires superior organisational and time management skills. In particular, the Administration Officer will be responsible for managing Penington Institute's customer relationship management database, and ensuring it is actively used by all team members.

In addition to providing specialised administrative support for the Workforce Development Team, the Administration Officer will also participate in developing and delivering various marketing and campaign initiatives, including International Overdose Awareness Day.

This is an exciting and varied role where you will use your initiative and have the autonomy to make the position your own in order to help the team achieve success. We are seeking someone who is confident, passionate, organised and looking to make their mark in this important area of public health. You should be hands-on and willing to make a real difference.

About Penington Institute

Penington Institute is an independent not-for-profit organisation. Our purpose is framed by our knowledge that we need to look at more effective, cost-efficient and compassionate ways to prevent and respond to problematic drug use in our community. Penington Institute advances health and community safety by connecting substance use research to practical action.

Our activities:

- **Enhance awareness** of the health, social and economic drivers of drug-related harm.
- **Promote rational, integrated approaches** to reduce the burden of death, disease and social problems related to problematic substance use.
- **Build and share knowledge to empower** individuals, families and the community to take charge of substance use issues.
- **Better equip front-line workers** to respond effectively to the needs of those with problematic drug use.

Penington Institute acknowledges the importance of individual responsibility in relation to substance use, as well as the role of government and community to address the risks that contribute to problematic use of licit and illicit drugs and alcohol.

Our approach

Penington Institute collaborates with a broad range of sectors and organisations to identify and respond to specific substance use problems and their causes. With our outreach to the front-line we are well-placed to know and understand the realities of how drugs impact on communities. We add our front-line knowledge and experience to our analysis of the evidence to help support practical research and policy and the development of support services and public health campaigns.

Our strong, diverse networks provide an excellent platform for building support for effective initiatives.

Our values

- **Productivity:** We support actions that deliver the best health, social and economic returns.
- **Integrity:** Drug use is a complex issue. We advocate fair, evidence-based systems that improve the health and wellbeing of individuals, families and communities.
- **Compassion:** We do not condone drug use, but work to protect people from drug-related harm when at their most vulnerable. Feasible and accessible options are needed to help reduce the risks associated with the use of different types of drugs, including pharmaceuticals alcohol and nicotine.
- **Persistence:** We believe that responding to drug use requires innovation and evaluation of a combination of approaches. There is no simple solution but by persisting, we will make a positive difference.
- **Empowerment:** Tackling drug problems is a shared responsibility. We acknowledge individual responsibility tempered with government and community support in order to generate positive change.

Duties

Reporting to the Director, Communications, the key responsibilities of the position are to:

- Planning, managing and updating Penington Institute's CRM system.
- Creating, updating, and maintaining records and databases
- Identifying areas for improvement and making recommendations
- Providing support for the Workforce Development Team by organising meetings, preparing agendas, taking minutes and preparing training materials
- Assist as necessary with monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed
- Assist as required with processing invoices, office budgets, and other expenditures
- Manage orders and stock for campaign collateral
- Assist as required with resolving building and maintenance issues for general repair (heating and air conditioning, security, etc.) and general tidiness
- Organising special functions and events
- Assist with media briefings, events and other activities as required
- Telephone and front desk reception
- Managing shared resource bookings

Other projects

- Contribute to other projects as required.

Selection Criteria

Applicants should have demonstrated skills and previous experience in:

- Managing and utilising customer relationship management systems
- MS Office skills especially in Excel & Word and have a good understanding of PowerPoint and other MS Office 365 functions
- Handling confidential and sensitive data, whilst maintaining confidentiality at all times
- Excellent time management skills, organised and able to prioritise a busy workload
- You will be able to support a team with their business administration needs
- You will be able to work on your own initiative & have excellent attention to detail skills.

The successful candidate will possess the following interpersonal attributes:

- Exceptional verbal and written communication skills
- Superior interpersonal skills
- Ability to work fast, whilst being effective and efficient, especially under pressure during peak periods.

Other Criteria

Teamwork

- Demonstrated ability to work collaboratively with colleagues as an active member of a team.
- Demonstrated high level interpersonal, communication, liaison and organisational skills to be applied across a range of differing cultural environments and diverse communities and organisations.
- Able to participate and contribute to continuous improvement in diverse and multidisciplinary teams functioning in a cooperative and collaborative manner.

Builds and Utilises Stakeholder Relationships

- Build networks within the wider community, sourcing and developing potential contacts relevant to the position and Penington Institute.
- Maintains strong, positive relationships both internally and externally
- Finds innovative solutions to resolve issues.
- Builds trust through consistent actions, values and communication.
- Keeps stakeholders up to date with issues and developments escalating stakeholder issues as appropriate.

Further Information

Please contact David Rose for further information on this position by calling +613 8662 3815