



Position Description Project Support Officer

KBC Australia provides project management, research and evaluation services to clients in the public, not for profit and private sectors of the health industry, community services and local government. KBC Australia is the trading name of *Kristine Battye Consulting Pty Ltd*, established in February 2001, and incorporated July 2002.

KBC Australia seeks to deliver high quality outcomes to clients, underpinned by deliverables that are “do-able” and sustainable. KBC Australia has extensive experience in health service planning, rural health workforce planning, general practice, project management and evaluation, general practice accreditation, and business management. KBC Australia has a strong track record in working in rural and remote environments and with Indigenous communities.

KBC Australia has a proven track record in and is committed to:

- building collaborative and functional partnerships between local service providers, local government, communities, state and national bodies, and
- working with communities and consumers of health and community services.

KBC Australia is a small organization which has:

- developed a team of highly skilled and motivated people offering a strong and varied skill base to clients, and
- has established a network of organizations and individuals to complement and expand the services that can be provided.

SERVICES

Our areas of expertise include:

- Project planning, development and management particularly within the primary health care sector
- Workforce planning
- Health service planning and re-engineering within a community development framework
- Development and implementation of service delivery models for rural and remote communities and Indigenous communities
- Evaluation and review
- Strategic and business planning
- Organizational review
- Policy development, and
- Submission preparation.

The Position

This position has two key components being:

- Office management and administrative support , and
- Project support to the Director and consultancy team in the execution of local, state, interstate and national projects. These projects require significant consultant travel and organisation of meetings, interviews and workshops.

Key areas of responsibility

Office Management

- Reviewing and maintaining administrative systems to support the operation of KBC Australia
- Developing and maintaining spreadsheet to log and monitor consultant hours/days against budgets/project plans
- Ensuring compliance with superannuation and taxation responsibilities
- Maintaining currency of the website in conjunction with our web designer.

Project support

- Providing administrative support to the Director and consultancy team
- Arranging meetings, interviews and appointments, travel itineraries including booking travel and accommodation
- Preparation and dissemination of minutes of meetings
- Information gathering through library and internet searches and other relevant methods to assist in the development of tenders and reports
- Systematic scanning of relevant websites for potential tenders
- Formatting written materials including reviews, reports, proposals, tender applications and presentations to a high professional standard.

This position is located in Orange, NSW.

The position is part time, equivalent to 3 days/week, and days of work will be negotiated.

The incumbent reports to the Director, KBC Australia.

KBC Australia also requires book keeping services inclusive of data entry in Xero accounting software, account reconciliation, invoicing, payroll, and in conjunction with the Director budget development and monitoring. ***If the successful applicant possessed book keeping skills, these would be incorporated into the role.***

Selection Criteria

It is essential that the incumbent has excellent communications skills, is able to work with others at a distance and can organise high level meetings, interview schedules, itineraries and consultant travel.

Qualification/Skills

A Certificate IV or Diploma in Business Administration or Financial Services or similar, and/or equivalent experience.

Essential

- Demonstrated experience in office management
- Excellent communication skills – verbal, written, and by electronic means
- Attention to detail
- Excellent organisational and time management skills
- Demonstrated ability to work independently and take initiative to problem solve, meet targets and deadlines
- Possess high level word processing and formatting skills, computer literacy in Microsoft Office, Powerpoint, and Excel
- Current Driver's licence

Desirable

- Prior experience working on multiple projects/multiple tasks
- Understanding of the tendering process
- Literature searches from a range of databases
- Proficiency in book-keeping and use of Xero package

Remuneration: Above award

Please note, your application for this position must specifically address each of the selection criteria. Your curriculum vitae should include details of your work history, education and qualifications, and names and contact numbers of three (3) referees, Please forward applications to: Dr Kristine Battye, PO Box 2428 Orange. Phone: (02) 6361 4000; Fax (02) 6360 4601; Email: kbattye@kbconsult.com.au

Last reviewed: 21 August 2014