

### POSITION OVERVIEW

<b>Position:</b>	<b>WHS and Administration Officer</b>
<b>Status:</b>	<b>12- month contract role, 8 hours per week</b>
<b>Report to:</b>	<b>Operations Manager (Enable Stream Leader)</b>
<b>Direct oversight of:</b>	<b>Kitchen users/ volunteers</b>
<b>Award:</b>	<b>Social and Community Services Award</b>
<b>Last updated:</b>	<b>May 2021</b>

### POSITION DESCRIPTION

The role is responsible for GRLC administrative needs focusing primarily on WHS. Secondary focuses are overseeing the kitchen and catering practices, purchasing and GRLC Partnership administration.

### KEY RELATIONSHIPS

#### Internal

Operations Manager, Staff, Key Volunteers, WHS Team and Church Leadership Team.

#### External

Baptist Association.

### SAFE CHURCH & OTHER POLICY REQUIREMENTS

Members of staff must complete the following forms and processes:

- a) Application and screening questionnaire
- b) Interview, reference checks, induction
- c) Baptist Association Code of Ethics and Conduct
- d) Creating Safe Spaces Workshop
- e) Confidentiality Agreement
- f) Police Check

### QUALITIES/ EXPERIENCE

#### Essential Qualities/ Experience

- Partner of GRLC and with a demonstrated commitment to its mission and vision.
- A high attention to detail.
- Good practical and organisational skills.
- Good discernment.
- Commitment and confidence to implement policies and procedures without exception.
- A passion for the safety of all people who attend the Life Centre.
- An appreciation of, and competence with technology, existing and new.
- Good written and verbal communications skills, and interpersonal skills.
- Ability to manage people (both up and down across the organisation).
- Capacity to manage systems and procedures.
- Ability to maintain a professional and mature approach to work, which reflects the Church's values and ensures confidentiality in all aspects of the Church's operations.
- Ability to work with minimal supervision, showing initiative and complying with Church policies.

## Desirable Qualities/ Experience

- Demonstrated and current commitment to volunteering within the life of GRLC.
- WHS or other policy implementation.
- Administration experience.
- Competent in MS Office.

## ROLES RESPONSIBILITIES / OVERVIEW

### 1. WHS

- Administer and implement the WHS policy and procedures across all ministries, staff and volunteers of GRLC.
- Assist to build the WHS Team
- Act as Secretary for the WHS team.
- Work with the Property Manager to ensure the property is safe and equipment in working order.

### 2. Kitchen and catering oversight

- Oversee the use of the kitchen by ministries and teams.
- Maintain safety standards in and with kitchen and catering users
- Ensure users are safe and competent and maintain a high level of cleanliness and hygiene.
- Manage kitchen consumables stock and order when necessary.
- Manage Sunday catering teams and ensure team leaders (including Morning Tea, Coffee) are supported and have necessary resources.
- Mobilise catering team or other volunteers to assist with other special events involving catering when required.

### 3. Purchasing

- Purchasing of office stationery, kitchen and sanitary supplies within current purchase policies and budgets.

### 4. GRLC Partnership Administration

- Keep the Partnership register up to date.
- Send out confirmation when new Partners are endorsed.
- Manager the Partnership renewal process.

### 5. Personal and Professional Development

- Maintain a vibrant personal spiritual, intellectual and emotional life and keeping up to date with best practice and legislation related to this position.

### 6. Church Support

- Be available for meetings and other ad-hoc needs.

## GRLC MISSION, VISION AND VALUES

**Our Mission:** Disciples wholeheartedly loving, living and revealing Jesus

**Our Vision:** A disciple-making community growing along the Georges River and beyond revealing the love and life of Jesus for today impacting thousands of lives for eternity.

**Our Values:**

1. God's presence our priority
2. Led and empowered by the Spirit
3. Grounded in the truth
4. Relationally committed
5. Kingdom focused

# WHS & ADMINISTRATION OFFICER ROLE DESCRIPTION AND KEY ACCOUNTABILITIES

Key Result Areas	Key Accountabilities	Duties/Responsibilities	Performance Indicators
<p><b>1. WHS</b></p> <p>9 hours per fortnight</p>	<ul style="list-style-type: none"> <li>Maintain the WHS policy and procedures.</li> </ul>	<ol style="list-style-type: none"> <li>Implement the necessary policies and procedures to comply with our WHS obligations.</li> <li>Establish and coordinate the WHS Team, with responsibility for overseeing the implementation of GRLC's WHS policy.</li> <li>Be familiar with the WHS legislation and best practice.</li> <li>Communicate risk management planning to ministry leaders and ensure ministry leaders are submitting and using said plans.</li> <li>Ensure that risk assessments and safety checks are occurring regularly.</li> <li>Ensure incidents, hazards and risks are properly reported and attended to.</li> </ol>	<ol style="list-style-type: none"> <li>A methodical check through the WHS policy shows that all points have been put in place and complied with across all aspects of GRLC and its ministries.</li> <li>A team is established which consistently implements the WHS policies and procedures.</li> <li>Attend webinars and/or training at least annually to keep up to date.</li> <li>Established culture with Ministry Leaders.</li> <li>&amp; F. Regular checks and reporting occurring.</li> </ol>
<p><b>2. Kitchen Oversight</b></p> <p>4 hours per fortnight</p>	<ul style="list-style-type: none"> <li>Oversee the use of the kitchen by ministries and teams.</li> <li>Keep on top of ordering relevant kitchen consumables.</li> <li>Ensure Sunday catering team leaders are supported and have necessary resources.</li> <li>Liaise with Property Manager in the case of equipment needing repair or replacement.</li> </ul>	<ol style="list-style-type: none"> <li>Ensure ministry team leaders and users have sufficient training to use the kitchen equipment and understand and comply with GRLC Food Handling Guidelines to prepare and serve food safely. Keep kitchen users accountable for keeping areas clean and tidy.</li> <li>Regularly check the kitchen stock and order consumables when necessary.</li> <li>Build clear communication lines with Sunday catering team leaders to ensure smooth running of teams; ensure they have the resources they need; are aware of any issues and assist with finding new members for teams when gaps appear.</li> <li>Ensure the Property Manager is promptly made aware of any issues within the kitchen which require attention.</li> <li>Assist with operational tasks associated with conferences and events requiring teams similar to Sundays.</li> </ol>	<ol style="list-style-type: none"> <li>Provide training and training material around safe food handling and safe kitchen use; follow up users who do not follow safe food handling procedures or do not leave the kitchen areas clean and tidy and remind them of procedures and responsibilities.</li> <li>Kitchen runs smoothly without running out of stock.</li> <li>Rosters run smoothly with adequate volunteers for each area. Clear communication between administrator and team leaders.</li> <li>Repairs and issues are reported to Property Manager within 3 days and resolved in a timely manner to ensure volunteers are using equipment which is in safe working order.</li> <li>Conferences and events run smoothly and within safety guidelines because of suitable logistical preparation and volunteers.</li> </ol>

<b>3. Purchasing</b>	<ul style="list-style-type: none"> <li>Ensure the purchase of office stationery, kitchen and sanitary supplies is done in a timely manner and within specified budgets.</li> </ul>	<ul style="list-style-type: none"> <li>A. Communicate with staff and volunteers to ensure stock does not run out.</li> <li>B. Find a balance between best value and quality and work within specified budgets.</li> <li>C. Oversee volunteer ordering and encourage purchasers to purchase products that balance value and quality and work within specified budgets and finance policies.</li> </ul>	<ul style="list-style-type: none"> <li>A. Purchasing completed before stocks run out in an organised fashion, keeping ordering to once per term where possible.</li> <li>B. Keeps purchasing within budget without unnecessary compromise on quality.</li> <li>C. Ensure volunteer purchases are timely, cost effective and within budget.</li> </ul>
½ hour per fortnight			
<b>4. GRLC Partnership Administration</b>	<ul style="list-style-type: none"> <li>Keep the Partnership register up to date.</li> <li>Send out confirmation when new Partners are endorsed.</li> <li>Manage the Partnership renewal process.</li> </ul>	<ul style="list-style-type: none"> <li>A. Communication with relevant stakeholders (including Equip team and CLT) to ensure Partner movement is recorded correctly.</li> <li>B. As above. Communication with new partners is completed within a fortnight of being endorsed.</li> <li>C. Develop and implement an annual process to ensure that Partners who are up for renewal are taken through the process.</li> </ul>	<ul style="list-style-type: none"> <li>A. Checks conducted show that register is up to date.</li> <li>B. Monthly checks show communication has been completed.</li> <li>C. An annual process is in place to communicate and follow up partners through their renewal process.</li> </ul>
½ hour per fortnight			
<b>5. Professional development and Personal Growth</b>	<ul style="list-style-type: none"> <li>Devote time to spiritual, mental, physical development and well-being.</li> </ul>	<ul style="list-style-type: none"> <li>A. Participate in available professional development processes, mentoring and relevant training/courses, personal disciplines.</li> <li>B. Engage in a performance evaluation to be completed annually.</li> </ul>	<ul style="list-style-type: none"> <li>A. Demonstrated effort towards growing professionally and personally.</li> <li>B. Develop an annual plan in cooperation with key performance indicators reviewed bi-annually with Stream leader.</li> </ul>
½ hour per fortnight			
<b>6. Church Support</b>	<ul style="list-style-type: none"> <li>Availability for staff meetings/activities and other ad-hoc needs.</li> </ul>	<ul style="list-style-type: none"> <li>A. Answer phones, answer queries and direct calls where necessary.</li> <li>B. Participate in staff meetings and activities as required.</li> <li>C. Allow space for important ad-hoc interruptions and needs.</li> </ul>	<ul style="list-style-type: none"> <li>A. Answer the phone in a warm, courteous manner and direct calls or take messages appropriately.</li> <li>B. Active and consistent attendance and participation in relevant meetings.</li> <li>C. Provide assistance to others willingly, however, balanced with the ability to say no or refer on when outside your scope or capacity.</li> </ul>
1 ½ hours per fortnight			