

Better Health

ADMINISTRATION OFFICER

76 hours per fortnight (1.0 FTE)

Fixed Term 18 months from commencement

The Position

The role is to provide high-quality, efficient, and timely administrative and relationship support to the Transformation Team that works closely with several external partners. The position requires the individual to work independently and responsively to provide support to the Transformation Team members, families when required and liaise through collaboration with partner organisations.

The Team

The Loddon Children's Health and Wellbeing Local (LCHWL) is an innovative model designed to deliver services across six local government areas. The Transformation Team has been formed to drive innovation and support the continuing implementation of the LCHWL and is a part of the Better Health Team.

To successfully apply for this position you will need:

1. Demonstrated relevant experience in an administration role.
2. Demonstrated experience in collaborations with external partners and successful work with people with a lived experience.
3. Excellent interpersonal, written and verbal communication skills.
4. Excellent organisational and time management skills that ensure timelines are met.

For further information about the position contact Margaret McDonald on 5406 1200.

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by 4pm Monday, 28 August 2023.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1312 if an automatic acknowledgement has not been received.