
Administration Manager Job Profile

CHCDIS11C Co-ordinate disability work

Elements

Demonstrate commitment to high quality services for people with disabilities
Support rights, interests and needs of people with disabilities
Develop and implement a framework for quality service delivery

CHCOHS501A Manage workplace OHS management system

Elements

Establish and maintain participative arrangements for the management of OHS
Establish and maintain procedures for identifying hazards, accessing and controlling risk as well as dealing with hazardous events
Establish and maintain an OHS induction and training programs
Establish and maintain a system for OHS records

BSBCM408A Report on financial information and data

Elements

Compile financial information and data
Prepare statutory requirement reports
Provide financial business recommendations

BSBMGT601A Contribute to strategic direction

Elements

Contribute to the creation and/or review of the organisational mission statement
Analyse the external environment
Undertake competitive analysis
Analyse and review organisation's capabilities

BSBADM502A Manage meetings

Elements

Prepare for meetings
Conduct meetings
Follow up meetings

BSBADM405 Organise meetings

Elements

Make meeting arrangements
Prepare documentation for meetings
Record and produce minutes of meetings

CHCORG29A Provide coaching and motivation

Elements

Prepare for on job coaching
Coach colleagues on the job
Follow up coaching

BSBADM504A Plan or review administration systems

Elements

Plan or review administration systems
Implement new or modified administration system
Monitor administration system

BSBRKG501A Determine business or records system specifications

Elements

Review the existing business or record system
Develop the system specifications for managing the function's records
Develop the procedures and guidelines for capturing and controlling the records in the new system

BSBADM506A Manage business document design and development

Elements

Establish documentation standards
Manage template design and development
Develop standard text for documents
Develop and implement strategies to ensure the use of standard documentation
Develop and implement strategies for maintenance and continuous improvement of standard documentation

CHCCOM4B Develop, implement and promote effective communication techniques

Elements

Contribute to the development of effective communication strategies
Represent the organisation to a range of groups
Facilitate group discussions
Produce quality written materials
Conduct interviews

CHCORG7B Manage workplace issues

Elements

Manage staff planning and recruitment
Manage work allocation
Evaluate workgroup effectiveness
Implement disciplinary and grievance procedures

CHCADMIN4B Manage the organisation's finances, accounts and resources

Elements

Implement budget processes
Establish and implement systems for financial management and reporting
Manage the use of funds
Develop and recommend funding options
Develop and implement resourcing proposals to meet operational needs
Monitor resource usage and performance
Manage property, equipment and stores

CHCCD19A Establish and maintain community, government and business partnerships

Elements

Define opportunities for specific partnerships
Develop a framework for the partnership
Maintain the partnership
Evaluate the effectiveness of the partnership

THHGCS03B Deal with conflict situations

Elements

Identify conflict situations
Resolve conflict situations
Respond to customer complaints

BSBAMD406A/01 Organise business travel

Elements

Organise business itinerary for domestic and overseas travel
Make travel arrangements
Arrange credit facilities

SRCCRO012A Manage contracts

Elements

Establish contract administrative system
Monitor contract
Resolve contractual dispute
Implement contract transition

PSPMNGT605A Manage diversity

Elements

Contribute to the development, implementation and review of a diversity strategy to maximise business unit and/or organisational effectiveness
Facilitate the development of a workforce that promotes and values diversity
Communicate with a diverse workforce

CHCCH19B Manage property maintenance (implementation)

Elements

Develop maintenance procedures
Contract with maintenance parties
Monitor maintenance performance

BSBHR509A Manage rehabilitation/return to work programs

Elements

Analyse claims
Establish rehabilitation/return to work program
Monitor evaluate rehabilitation/return to work program