

Terms of Reference – Administration & Reporting Coordinator

Position Title:	Administration & Reporting Coordinator
Reporting To:	Senior Administration & Finance Manager
Salary Range:	TBA
Location:	Canberra, Australia
Contract Term:	Fixed Term Contract (until May 2018 with a possible extension)
Background:	Managed by Abt Associates Australia and located in the centre of Canberra, the Specialist Health Service provides strategic input on health to the Australian Government Department of Foreign Affairs and Trade. DFAT posts and desks around the globe and in Canberra may contact the SHS for assistance with any health-related topic. The SHS allows DFAT to source high quality technical advice to support health policy, strategic planning and health programming across the aid management cycle. The SHS maintains panels of pre-vetted experts in numerous health technical subjects. The SHS staff guide, manage and quality assure the advice, as well as preparing brief reviews and technical inputs to support Australian Government staff.
Duty Statement:	The Administration and Reporting Coordinator will provide broad functional reporting, administrative, office management, client service and day-to-day support to the Specialist Health Services operations, reporting to the Senior Administration & Finance Manager.
Specific Duties:	<p>The Administration & Reporting Coordinator will be responsible for:</p> <p>Reporting:</p> <ul style="list-style-type: none"> • Collating and analysing data about SHS jobs; • Preparing summary tables, charts and diagrams of data; • Maintaining databases, filing and archiving systems to allow rapid retrieval of data by all staff; • Supporting the Monitoring and Evaluation Adviser, ensuring that appropriate information is collected and reported on in the Update Reports, Annual Reports and other performance assessment & evaluation reports; • Transferring databases to DFAT twice yearly; • Producing activity progress reports, memoranda, presentations and other reports as needed; • Updating the SHS Operations Manual workflows and chapters related to reporting, recruitment, etc.

	<p>Administration:</p> <ul style="list-style-type: none"> • Collaborating with Abt Associates’ recruitment team to assist with SHS recruitment of consultants and conduct of due diligence checks; • Maintaining lists of consultants by specialism and databases of their cvs; • Collaborating with Abt Associates’ IT team to develop and maintain appropriate IT systems for data storage and retrieval; • Supporting the SHS technical team in finalising deliverables by proof reading and formatting (using Word, Excel, Power Point, Visio, Adobe Acrobat); • Assisting with the travel arrangements of consultants, by organising quotes from the travel provider, generating purchase orders and booking approved travel; • Communicating clearly and in a professional manner with consultants, clients and external suppliers; • Supporting the Senior Administration & Finance Manager with accounting and financial procedures in the corporate ERM system;Office support; • Managing telephone and email enquiries ; • Providing general office support and assistance to the SHS Director, Contractor Representative and Senior Administration & Finance Manager in the daily operations of the SHS; • Undertaking any other reasonable duties as directed.
<p>Key Requirements</p>	<ul style="list-style-type: none"> • Advanced data collection and analysis skills; • High level communication skills (both written and verbal) and the ability to write clearly, concisely and quickly in English; • Expert Word skills and demonstrated ability to format documents and prepare charts, graphs and images in Excel, Power Point, Visio, Adobe Acrobat; • Familiarity with and experience managing databases; • Professional manner and ability to communicate on behalf of SHS with consultants, clients, external stakeholders and Abt Associates staff; • 5 years relevant experience in administration, or equivalent combination of relevant education and experience; • Ability to operate effectively in a small team, contributing positively to team operations and working relationships; • Excellent time management and organisational skills and willingness to work in a busy, high-volume environment requiring multi-tasking, prioritising and dealing with shifting priorities.

<p>Core Competencies:</p>	<ul style="list-style-type: none"> • Delivers Results • Builds Internal and External Customer Satisfaction and Loyalty • Communicates • Demonstrates Sound Financial and Business-Related Practices • Builds Teams and Cooperation • Promotes Technical Excellence and Quality • Promotes Diversity • Acts as a Role Model
<p>Key Selection Criteria</p>	<ul style="list-style-type: none"> • Demonstrated experience building effective relationships with external stakeholders and internal staff; • Extensive administration 5yrs + or equivalent combination of relevant education and experience; • Demonstrated experience in reporting, with advanced data collection and analysis; • Expert administration skills utilising Word, Excel, Power Point, Visio and Adobe Acrobat; • Demonstrated experience in working with and having a strong understanding of databases; • Effective prioritisation and time management skills and the ability to multi-task in a high-volume environment.