

Position Title:	Administration Officer – Projects Team
Role Type:	Ongoing, Part Time, office based 0.45FTE, worked across 3 days (Monday 5 hours, Wednesday 7 hours, Friday 5 hours)
Award and Level:	Social, Community, Home Care and Disability Services Award Level 2
Background	
Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1985 and is a membership-based organisation, supporting individuals, families, carer's, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of Palliative Care Australia.	
Position Summary	
Provide personal, governance, project and stakeholder administration support to the CEO and Projects Team, ensuring effective coordination of meetings, committees, projects and organisational governance activities.	
Key Areas of Responsibility	
• CEO Personal Administration Support • Diary and Meeting Coordination • Governance and Board Meeting Secretariat • Steering and Collaborative Committees Meeting Secretariat • Networks, SIGs and Collaboratives • Project Working Groups • External Stakeholder Coordination • Meeting Records and Action Tracking • Document Register • Project Administration and Reporting	
Main Tasks and Responsibilities	
• Provide secretariat and administrative support for the CEO, Board, Committees, Working Groups and other governance forums. • Coordinate meetings and events, including scheduling, invitations, venue and online meeting arrangements, and preparation of meeting documentation. • Prepare and maintain agendas, minutes, action registers, governance records and other organisational documentation. • Monitor and follow up actions arising from meetings and support effective communication with committee members and stakeholders. • Maintain accurate records within organisational systems, databases, registers and document management systems. • Provide administrative support for projects, workshops, networks and collaborative activities. • Prepare routine correspondence, reports and documents using established templates and procedures.	

- Contribute to continuous improvement of administrative processes and provide organisational administrative support as required.

WHSE: Promote a Positive Work, Health and Safety Environment

- Promote a workplace that is free from bullying and harassment
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure safety and ergonomics of your work area
- Keep the workplace free from harassment and discrimination

Notwithstanding the above, other duties as reasonably directed.

Key Attributes				
Essential • Minimum 2 years' administration experience. • Personal assistance experience • Experience providing meeting, committee or secretariat support. • Experience preparing agendas, minutes and action registers. • Strong organisational and stakeholder communication skills. • High digital literacy and document management skills.				
Desirable • Experience supporting boards, governance committees or advisory groups. • Experience working in a not-for-profit, membership or health organisation. • Experience with records management or quality systems.				
Our Inclusivity Statement				
Palliative Care South Australia values diversity and is committed to creating an inclusive work environment. Recruitment and selection decisions are based on merit and not affected by irrelevant personal characteristics. We encourage people who identify with any of the following groups to actively seek employment with Palliative Care South Australia: Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ); Aboriginal and Torres Strait Islander (First Nations); people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disability.				
TERMS AND CONDITIONS OF EMPLOYMENT				
Requirements: For acceptance of this position the employee must hold a current: • National Police Check • Working with Children's Check • Right to work in Australia. Conditions • 6 month probation period • Comply with organisational policies and standards of conduct • Out of hours work may be required				
EMPLOYEE ACKNOWLEDGEMENT				
Employee Full Name		Signature	Date	
Date Position Description (PD) Approved by CEO				13/10/2026