

Administrative Officer

OVERVIEW OF TSANZ

The Thoracic Society of Australia and New Zealand Ltd (TSANZ) is a company limited by guarantee and a health promotion charity (HPC) established to improve the knowledge and understanding of lung disease, to prevent respiratory illness through research and health promotion, and improving health care for people with respiratory disorders.

As the leaders in lung health we promote the:

- highest quality and standards of patient care
- development and application of knowledge about respiratory health and disease
- highest quality air standards including a tobacco smoke free society and effective regulation of novel nicotine delivery systems
- collaboration between all national organisations whose objects are to improve the wellbeing of individuals with lung disease and to promote better lung health for the community
- professional and collegiate needs of the Membership.

MISSION STATEMENT

"We lead, support and enable all health workers and researchers to prevent, cure and relieve disability from lung disease."

The TSANZ central office is located in the Sydney CBD and is staffed by a small team. The staff work as a team to maintain the operations of the organisation and support the Board achieve its strategic initiatives.

Role Title:	Administrative Officer
Function:	This position is responsible for providing administrative support
Reports to:	Chief Executive Officer (CEO)
Number of Reports:	0
FTE:	1.00FTE
Salary:	\$50000-\$60000 (dependent on experience)

Administrative Officer

POSITION DESCRIPTION

ROLE PURPOSE

This position is responsible for providing administrative support to the New Zealand Branch, assisting the CEO in managing the activities of the office and supporting the laboratory accreditation program.

Job Accountabilities:

1. Document management is maintained for all TSANZ controlled documents
2. Provides a high level of administrative support to the TSANZ Board and CEO
3. Executive officer assistance to NZ branch to support compliance with NZ legislation and constitution
4. Undertake administrative support to the laboratory accreditation program:
 - a. Provide administrative support to subcommittees
 - b. Regular liaison with the Laboratory Accreditation Coordinator and Subcommittee Chairs to ensure effective overall management of the laboratory accreditation program
 - c. Check the accreditation applications against TSANZ Laboratory Manual and communicate it back to the laboratories for any major inaccuracy
 - d. Organise laboratory site visit including date, agenda, travel and accommodation
 - e. Liaise with assessor panels and laboratories on an ongoing basis to make sure they have the information and support to provide the appropriate application and assessment
 - f. Ensure reports/responses from assessor panels and laboratories are received on time, and provided to the CEO and Chair LAC for moderation
 - g. Maintain accreditation documents including the manual, forms and other templates
 - h. Maintain accreditation files of each laboratory to reflect best practice in document management
 - i. Maintain the accredited laboratory information on the TSANZ website
 - j. Preparation of reports and correspondence

KEY SELECTION CRITERIA

	Experience and Knowledge
	Experience in working in an office environment
	Must have the ability to communicate accurately and clearly both orally and in writing
	Pleasant telephone manner
	Able to think on feet when dealing with callers
	Customer service oriented with a “can do” approach to work
	Microsoft Office expertise
	A team player who is able to work effectively as part of a small productive team and as a self-motivated individual
	Superior organisational skills , attention to detail and problem solving skills
	Excellent people skills
	Experience working in a quality assured environment is advantageous.
	A commitment to advancing respiratory health in Australia and NZ

Approved by:



3rd August 2017

Tanya Buchanan
Chief Executive Officer

Date