

Position title	Administration Coordinator
Position reports to	Executive Assistant to the CEO and Board
Employment status	On-going employment
Hours	0.6 FTE (22.5 hours per week)
Salary	\$51,863 - \$54,772 per annum, plus 12% superannuation, annual leave loading & generous salary packaging options
Location	HJA has office hubs in both Sydney and Melbourne that enable collaborative working and are available for staff use. Our staff outside of these two metropolitan locations work remotely. All HJA staff may be required to undertake travel. The HJA team come together in person (usually in Sydney or Melbourne) from time to time for events, and to facilitate team learning and collaboration opportunities (3-4 times per year).
Closing date	COB Thursday 26 June 2025
Further information	Contact Jacqui Ritters, Executive Assistant to the CEO & Board on +61 2 8011 0548 or visit our website https://www.healthjustice.org.au
To apply	Email hr@healthjustice.org.au with 'Administration Coordinator' as the subject. Application should include a letter outlining your interest & experience against the essential and desirable criteria (3 pg max); & CV (3 pg max)
Approval	Approved by CEO, June 2025

About Health Justice Australia

Health Justice Australia (HJA) is a national charity established in 2016 and is a centre of excellence and knowledge hub for health justice partnership, supporting collaborations between services to achieve better health and justice outcomes for people. We aim to reshape health, community, legal and other service systems to better address intersecting health and legal needs.

Health Justice Australia supports the expansion and effectiveness of health justice partnerships through:

- **Knowledge and its translation:** developing evidence and translating that evidence into knowledge that is valued by practitioners, researchers, policy-makers and funders.
- **Building capability:** supporting practitioners to work collaboratively, including through brokering, mentoring and facilitating partnerships.
- **Driving systems change:** connecting the experience of people coming through health justice partnerships, and their practitioners, with opportunities for lasting systems change through reforms to policy settings, service design and funding.

We are committed to an inclusive work environment. Advancing Health Justice Australia's work to achieve our intended impact, we seek to work with people whose skills and behaviours are aligned to our values, culture and strategy. We value:

- **Curiosity** - We value and welcome opportunities to learn. We actively listen and reflect, including where there is uncertainty and ambiguity. We seek out expertise and experience that is different to our own.
- **Courage** - We are ambitious in our purpose and scope. We adapt and change through what we learn. We acknowledge what is hard and where we can do better.
- **Integrity** - We are authentic and genuine in how we engage. We are transparent in our decision making. We are accountable for the resources we use and the purpose we put them to.
- **Respect** - We work with, alongside and for others by building trusted, respectful relationships. We are intentional about where we lead, where we collaborate and where we follow. We value the wellbeing of our people and the people we work with and for.

About health justice partnerships

Health justice partnerships (HJPs) are collaborations to embed legal help into health, community and other services and teams. They have formed in response to a growing body of evidence that shows there are groups of people who are vulnerable to intersecting legal and health problems, commonly compounded by broader disadvantage, but who are unlikely to turn to legal services for solutions. And yet legal solutions can address social issues or determinants – such as housing, money issues, elder abuse, employment, and family safety and stability - that in turn impact upon health and wellbeing.

About this position

The Administration Coordinator supports administrative and organisational functions across Health Justice Australia's programs and activities. Reporting the Executive Assistant to the CEO and Board, the Coordinator plays an important role in ensuring HJA's efficiency, effectiveness and accountability to our partners, collaborators and funders.

The Coordinator is responsible for administrative tasks related to records management (CRM), travel bookings, the recruitment and induction of new staff and the implementation of workplace policies and procedures.

This role will also be responsible for organisational and logistical support for HJA's internal and external events, as well as providing administrative support for HJA's business development activities. This includes keeping abreast of grant opportunities, assisting with proposal development and coordinating funding acquittal processes and external reporting requirements.

This newly created position will suit someone who enjoys working collaboratively, who can efficiently manage a variety of tasks and responsibilities, and who has exceptional attention to detail.

Role and Responsibilities

Administrative support

- Support HJA staff by making travel and accommodation bookings.
- Support HR processes including recruitment, onboarding and induction of new staff.
- Maintain and order office supplies as required.
- Coordinate internal team meetings, including in person team time events.
- Manage HJA inbox/es and triage inquiries efficiently.
- Provide support for financial management processes as required.
- Use HJA's information systems (Salesforce, Monday.com, Sharepoint, Eventbrite, etc) to ensure currency and accessibility of information, transparent planning and communication, efficient and effective cross-team collaboration.
- Contribute to efficient data management systems and undertake data entry functions as required.
- Coordinate and implement logistical requirements for HJA external events as required, including venue, AV/tech support and vendor management.
- Liaise with, and support HJA external event speakers, presenters, participants and volunteers before, during and post events.
- Support HJA business development activities including undertaking desk top research of grant and funding opportunities and maintaining funding pipeline data in CRM.
- Actively monitor deadlines and milestones for grant acquittal and reporting, ensuring cross-organisational dependencies are planned for and met in a timely manner.
- Provide support to the HJA executive and senior management teams to develop accurate and compelling funding submission content and manage administrative processes to support funding applications.
- Provide internal reports as required.
- Support and contribute to organisational projects as required.
- Other duties as directed and required.

Teamwork

- Foster positive, collaborative and proactive relationships with internal stakeholders including Senior Team, staff and contractors.

- Actively participate in team meetings.
- Contribute actively to the maintenance of a safe workplace - ensure any identified safety issues are reported and addressed as they arise.
- Undertake relevant training and professional development and participate in regular supervision and performance development processes in line with HJA's policies.

Accountability

- Conduct yourself in accordance with HJA's Code of Conduct and HJA policies and procedures which may change from time to time.
- Act in accordance with HJA's values of curiosity, courage, integrity and respect.

Essential criteria

- Demonstrated experience in providing high-level administrative support.
- Exceptional verbal and written communication skills.
- Ability to work collaboratively with a range of internal and external stakeholders.
- Excellent organisational skills, including capacity to manage changing priorities and deliver work to agreed and often tight deadlines without compromising quality.
- Advanced computer skills, including use of Microsoft 365 & SharePoint; familiarity with Monday.com, Salesforce and Eventbrite is desirable.
- Commitment to the HJA Values of curiosity, courage, integrity and respect, and a genuine interest in and awareness of the challenges of improving outcomes for clients vulnerable to complex needs.

Desirable criteria

- Experience supporting roles that are responsible for pursuing and securing funding opportunities, including philanthropic, corporate, research and/or government funding is highly desirable.
- Demonstrated experience in successful delivery of events, for example conferences or workshops.