

Job Description:

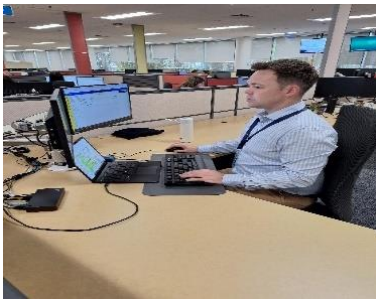
Job overview: Many roles within RACV are administrative in nature. These roles may include leadership and/or support of people and/or a business function. Physical tasks may include commuting to workplaces or meeting locations, attending meetings, coordinating administrative tasks e.g. Printing, working at a computer workstation, making telephone calls or participating in teams meetings.

Environment: RACV Group administrative roles may be performed in a hybrid arrangement with a minimum of 3 days per week within a workplace environment. Travel may be required between work locations and work from home may be available with a suitable workstation set up.

Psychosocial demands: High workload; competing demands; stakeholder management; customer and/or employee interaction; variable job demand; low role clarity; interpersonal relations; decision-making; autonomous work

Shifts: The role works Monday to Friday 8.30am to 5.00pm with some flexibility around core business hours.

At desk



Meeting



Presentation

**Key Tasks:**

1. Administration functions – printing, stationary, coordination, storage, organisation
2. Virtual and in-person meeting attendance and participation
3. Computer activities – content development, email management, virtual phone calls or meetings, data analytics
4. Presentation / facilitation – delivery of content to a range of audiences/stakeholders
5. Communication – stakeholder management across all levels and divisions of the group
6. Project management – coordination and participation in project activities

Postural Tolerance	O	F	C	Comments
Sit			✓	Desk based role
Stand	✓			Around office
Walk		✓		Around office
Kneel				N/A
Squat				N/A
Crawl				N/A
Twist				N/A

Material Handling	O	F	C	Comments
Lift	✓			Light office items
Carry	✓			Light office items
Push	✓			Light manoeuvring of desktop items
Pull	✓			
Reach		✓		Light reach
Grip		✓		Stationery use
Dexterity		✓		Typing

Job Modifications:

- Work from home
- Alternate travel arrangements or work locations
- Regular rest breaks
- Adjustment of work hours
- Rotation of duties

Alternate Duties:

- Nil