



**Position Title:** Business Support Officer (Corporate Services Portfolio)

**Hours:** 38 per week

**Reports to:** Director – Corporate Services

**Date Created:** July 2025

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## Introduction

Community Living & Respite Services (CLRS) is a trusted, community-based not-for-profit registered provider, dedicated to supporting people, of all ages, across Echuca, Moama, and surrounding regions. With over 40 years of experience, CLRS empowers individuals and families through inclusive in-home support, community engagement, skill-building programs, innovative housing solutions, and social enterprises.

## Our Vision

Our vision is to empower individuals and families to live the life they choose in a community enriched by the inclusion of all.

Respect:	We value and celebrate individuality
Collaboration:	We partner, connect and coordinate in support of our services, organisation and community
Flexibility:	We provide innovative and responsive services to meet individual needs
Accountability:	We are professional, ethical, honest and responsible

CLRS expects that in addition to professional skills, practical experience and an outcomes focus, staff will meet the requirements of the NDIS Code of Conduct, the Child Safety Code of Conduct and all policies and procedures applicable to the role and organisation.

## Purpose of Position

This role contributes to the smooth functioning of key corporate services including finance, human resources (HR), information technology (IT), facilities, fundraising and governance by assisting with administrative tasks, maintaining records, coordinating internal communications, and supporting compliance processes.

Working closely with senior staff and service delivery teams, this role helps ensure that internal systems are efficient and responsive, enabling the organisation to deliver high-quality services to the community.

The key tasks of the role are detailed in the attachment below.

## Health and Safety in the Workplace

Staff employed by CLRS are required to participate in Occupational Health and Safety (OHS) by:

- Adhering to CLRS policies and procedures in relation to OHS.
- Taking reasonable care to ensure that your own health and safety along with that of others is abided to as per the *OHS Act 2004*.
- Participating in the development of a safe and healthy workplace and adhering to safe work practices.
- Reporting any injuries, hazards or illnesses where practical, immediately to your supervisor or OHS representative.



- Not placing others at risk by any act or omission and not wilfully or recklessly interfering with safety equipment

## **Key Selection Criteria**

- Demonstrated experience in administrative support across corporate services functions such as finance, payroll, HR, IT, facilities, or governance.
- Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines in a dynamic environment.
- Good written and verbal communication skills, including the ability to liaise professionally with internal and external stakeholders.
- Proficiency in Microsoft Office Suite and other relevant software systems used in administrative, HR, and financial tasks.
- Understanding of confidentiality and data protection principles, particularly in relation to client and staff information.
- Ability to work collaboratively within a team and across departments to support service delivery and operational efficiency.
- Commitment to the values and mission of a community-based, not-for-profit organisation, including adherence to the NDIS Code of Conduct and Child Safety Standards.

## **Other requirements**

- A current Australian driver's license, good driving record and the ability to travel intra or interstate from time to time
- NDIS Worker Screening
- Minimum of two Satisfactory Employer Referee Checks (including 1 from your current employer)
- Record of 3 doses of the COVID-19 Vaccination or medical exemption.
- Adherence to the NDIS Code of Conduct, the Child Safety Standards and all CLRS policies and procedures
- CLRS uniform or similar business attire is to be worn for office duties.

## **Confidentiality**

The Business Support Officer is required to always observe confidentiality and under all circumstances, both during and after employment with CLRS, including maintaining confidentiality of all details of CLRS affairs including client and staff details.

## **Terms and Conditions**

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. This position is classified as Level 2 of the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010.

We offer all our employees the option to salary package which may increase take home pay.

CLRS is a registered Public Benevolent Institution (PBI) that provides salary benefits to employees. For more information visit <https://www.salarypackagingplus.com.au/>



# Position Description

The Business Support Officer

- will be committed to contributing to a friendly and welcoming environment in the workplace.
- must always demonstrate a high level of professionalism, and work within the NDIS Code of Conduct.

The position is subject to 6-month probation period.

A Professional Development Review will be undertaken after 6-months of employment, and annually thereafter.

Community Living & Respite Services is an equal opportunity employer and values diversity.

### Employment Benefits

- Ability to Salary Package - CLRS is registered as a Public Benevolent Institution which enables staff to access salary packaging options
- Access to Employee Assistance Program (EAP) delivered through Access EAP
- Access to a Free Annual Flu Injection

### ACKNOWLEDGMENT FOR RECEIPT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date