

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

REPORTING OFFICER

Location: Box Hill

Reports to: Reporting Manager

Supervises: N/A

CHL Capability Band: #2

Primary Purpose:	Providing timely and accurate data entry, preparation of reports and administrative functions to support the efficient operation of the Reporting business unit within the Finance Department.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and is a role model for CHL's values, vision and goals. Staff working at this level are expected to manage work practices for health and wellbeing and promote and adopt a balanced and positive approach to work.
Work Health & Safety:	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<p>The Reporting Officer takes responsibility for ~</p> <ol style="list-style-type: none"> 1. Preparation and lodgement of compliance reports as required by CHL contracts with Government and partnership organisations 2. External database administration, management and data entry 3. Support compiling data for reports or data analysis as required 4. Review of data integrity, development and implementation of processes associated to the improvement plans 5. Development and ongoing monitoring of processes to support the CHL Group internal demands 6. Appropriate additional support to wider team and organisation
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Significant experience and skills in analysis and data reporting • A sound knowledge of computer technology, including MS Office applications, databases, and Excel advanced skills • Commitment to the right of every person to good quality housing • Satisfactory Police Check
Key Capabilities:	<p>Solves Problems – Uses experience and knowledge of work area to assist in the development of solutions for day-to-day problems</p> <p>Continuous Improvement – Responds proactively to a continuous improvement environment and changing circumstances and adjusts activities when necessary</p> <p>Self-Awareness – Reflects on own performance and behaviour and actively seeks feedback to inform own learning and development needs</p> <p>Teamwork – Offers constructive feedback and provides balanced and informed perspectives at team meetings.</p> <p>Communication – Confidently presents messages in a clear, concise and articulate manner using the most appropriate medium</p> <p>Professionalism & Accountability – Takes responsibility for own work tasks, utilises the specialist expertise of others within CHL and contributes own expertise to achieve outcomes for the business unit</p> <p>Autonomy – Manages time and uses tools effectively to assist with planning and organising, referring to supervisors as required</p> <p>Probity – Acts and at all times encourages others to operate within the boundaries of CHL processes, policies and legal constraints</p>