

Volunteer Position Description

Position: Transcriber, administration support

Department: Inspectorate

Volunteer Program Coordinator	
Name:	Stella Molloy
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Location: 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

Hours: As required Monday – Friday (Flexible Hours)

About the Position

The role of a transcriber is to assist the Inspectorate with preparation of written information from body camera videos as well as interview recordings.

Due to the sensitive nature of the data, you will be required to sign a confidentiality agreement.

Initially the position will be quite busy working on current cases, and providing assistance in preparing matters to go before the courts.

Ongoing the role is expected to require 1-2 days per week, dependent on caseloads.

Key Duties

- Transcribing data from body camera videos
- Transcribing data from video and recorded interviews
- Other general administrative tasks as they arise
- Filing, scanning, data entry and preparation of data for the Inspectorate

Skills & Qualities

- High level of accuracy & attention to detail – with excellent clear written and communication skills including grammar and spelling
- Ability to listen and type without getting distracted by the at times distressing information
- Advance/Intermediate proficiencies with word & excel, Windows media player and VLC media player
- Ability to cope with details of a possibly distressing nature which must be kept confidential at all times
- Previous transcription skills are preferred
- Strong organisational skills
- Positive and friendly attitudes
- Willingness to take direction
- Willingness to seek support and participate in debriefing if necessary

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for thousands of animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an Animal Cruelty Inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Benefits

- Assisting in seeking justice for animals
- Insight into Inspectorate Operations
- Team engagement
- Participation in a worthwhile cause

Induction and training

- RSPCA Volunteer Induction
- Practical training module with a member of staff

Additional requirements

- Uniform Compliance
- Tetanus vaccinations up to date
- Working with Vulnerable People Registration
- Six month commitment to volunteering with the RSPCA

Transcriber, Administration Support – Task Analysis

The role of transcriber, administrative support assistant varies however it is based around general base level administration. Occupants must be able to work independently and with minimal supervision.

Description	Requirement	Regularly/irregularly	Additional Information
Manual Handling	1. Lifting 0-10kg	Irregularly	<ul style="list-style-type: none"> • General office supplies
	2. Repetitive Movement	Regularly	<ul style="list-style-type: none"> • Data entry
Work Environment	3. Works indoors	Regularly	
	4. Exposure to psychosocial risks	Regularly	<ul style="list-style-type: none"> • Euthanasia • Sick or injured animals • Distressing content and vision