

JOB DESCRIPTION FORM – ADMINISTRATION OFFICER – APRIL 2022

Position Identification

POSITION TITLE	Administration Officer
LOCATION	Boddington (Room 13, Boddington Community Resource Centre, 20 Bannister Road, Boddington)

Employment Terms

EMPLOYMENT TERMS	Part or full time position, (5 days, 30-38 hours negotiable).
LENGTH OF CONTRACT	Approx. 15 months - to 1 August 2023 (pending performance)
LEVEL/SALARY RANGE (INCL SUPER & ALLOWANCES)	Commencing at \$62,472 depending on skills and experience
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards

Position Relationships

RESPONSIBLE TO	Manager Corporate Services (& Operations Manager, Land Conservation & Agriculture)
ASSOCIATED RELATIONSHIP	Other PHCC Officers, PHCC Board & Hotham-Williams community
POSITIONS UNDER DIRECT SUPERVISION	NIL
MANAGEMENT COMMITTEES	Program Steering & Organisational Committees, PHCC Board & PHCC Executive Group

Key Responsibilities

The Administration Officer will perform office duties to support the day to day function of the PHCC Hotham-Williams Office, based in Boddington and the PHCC Head Office, based in Mandurah. The key areas of responsibility for this role are:

- Administrative support
- Reception duties, telephone answering
- Preparation of purchase orders, manage petty cash and merchandise control
- Coordinating IT - including troubleshooting, site visits
- Event, site visit, field day and meeting coordination
- Steering committee support (agenda's, minutes, support actions)
- Support project officers
- Data input
- Asset management
- Distribution of information
- Support preparation of monthly newsletters, social media and engagement activities
- Managing correspondence and filing system
- Maintaining an orderly office
- Management of office supplies



Key Selection Criteria

GENERAL	<p>The following are considered basic prerequisites for the position:</p> <ul style="list-style-type: none">• Australian residency or eligibility to legally work in Australia• High level of capacity for self-motivation, developed time management skills and an ability to meet deadlines• Current 'C' Class drivers licence
ESSENTIAL	<ul style="list-style-type: none">• Relevant skills and experience in a similar role• Excellent computer literacy and proficiency in use of MS Office Software (including Word, Excel, PowerPoint and Outlook)• Ability to work as part of a team and independently• Initiative and ability to prioritise workloads, including excellent organisational skills• High level of interpersonal skills, including ability to effectively engage with internal and external stakeholders• Excellent written and verbal communication skills• Excellent attention to detail with a high level of professionalism• Ability to work in a dynamic environment and willingness to work outside of normal hours when required (rarely)
DESIRABLE	<ul style="list-style-type: none">• Completion of Certificate of Business or Business Administration• Experience in Natural Resource Management• I.T. network system knowledge and maintenance• Communications skills, including social and traditional media• Website updates and maintenance (Wordpress)• Graphic Design skills (Indesign)• Survey development (Survey Monkey)• Meeting procedures including taking minutes• Maintaining library and filing systems• Finance experience (e.g. petty cash, purchase orders)
EMPLOYMENT TERMS	<p>This is a fixed term contract to 1 August, 2023, 5 days a week, 30-38 hours with flexibility of hours (but must be in office 5 days / week)</p>

Statement of Duties

ADMINISTRATION INCLUDING BUT NOT LIMITED TO:	<ul style="list-style-type: none">• Answer and direct incoming telephone calls in a timely manner• Welcome visitors at Reception and determine their needs, and direct/support against needs• Arrange meetings and functions (all aspects – venue hire, catering, rsvp's, evaluations etc.)• Maintain appropriate levels of office consumables and stationery and order as required. Check delivery against order and invoice received• Travel arrangements for Hotham-Williams team in accordance with Travel Procedure• Reconcile petty cash and provide to Manager Corporate Services for authorisation
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	<ul style="list-style-type: none">• Receive and post incoming and outgoing mail and maintain correspondence registers• Formatting reports and correspondence• Scheduling meetings (face to face and via Zoom)• Administration support including Steering Committees, Organisation Committees and Grant programs (including agendas, minutes, support actions)• Maintain asset and equipment registers (Hotham-Williams office)• Distribution of information including monthly newsletter, Mailchimp information (alerts and similar)• Preparation of simple graphics (newsletters, invitations and similar)• Set-up and pack-up for meetings, functions & events at various venues• Maintain photocopier and photocopier stock• Maintain merchandise stocks and cash, including regular stocktakes• Filing (electronic and physical)• Maintenance of historical files register for Boddington office• Maintain Hotham-Williams office information registers (e.g. training, volunteer, IT etc.):• Building maintenance contracts (cleaning etc.)• Support Work Health Safety processes• Other duties as directed by the Manager Corporate Services and Operations Manager, Land Conservation and Agriculture
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