



JOB DESCRIPTION FORM

Position Identification

POSITION TITLE	ADMINISTRATION & PROJECT SUPPORT OFFICER
LOCATION	Boddington (20 Bannister Road, Boddington)
EMPLOYER	Peel-Harvey Catchment Council Inc. (PHCC) with payroll function provided by the City of Mandurah

Employment Terms

EMPLOYMENT TERMS	Part- or full-time position, (5 days across 30-38 hours negotiable).
LENGTH OF CONTRACT	to 1 August 2028
VEHICLE	A pool vehicle will be available for project use as required
SALARY PACKAGE	Commencing at \$65,931 depending on skills and experience (excluding superannuation and phone allowance)
AWARD/AGREEMENT	The Fair Work Act and the National Employment Standards
WELLBEING DAYS	3 wellbeing days in addition to other leave entitlements (pro-rata)

Position Relationships

RESPONSIBLE TO	Manager Corporate Services
POSITIONS UNDER DIRECT SUPERVISION	Nil
MANAGEMENT COMMITTEES	PHCC Board

Resources

RESOURCES	All reasonable resources to enable effective and safe delivery of the project will be provided by the PHCC, e.g. computer and appropriate software, personal protection equipment and professional development as well as remuneration for use of personal mobile phone.
-----------	--

Key Responsibilities & Statement of Duties

The Administration and Project Support Officer will perform duties to support the day to day function of the PHCC Hotham-Williams Office (Boddington) and the PHCC Head Office (Mandurah), providing a mix of project, administrative, and communications support. Key areas of responsibility are:

- The first point of contact at Boddington office, welcoming visitors and managing enquiries
- Providing project support and assistance including data entry, logistics, and correspondence
- Maintaining internal systems and registers (assets, training, WHS, equipment, I.T.)
- Scheduling meetings and assisting with the coordination of events, site visits, workshops, and steering committees (including venue hire, catering, rsvp's, evaluations & similar.)
- Setting up and pack-up for meetings, functions and events at various venues
- Formatting documents, reports, invitations, and other communications
- Preparing and distributing newsletters, community updates, and social media content
- Maintaining stock and office consumables and supplies, file systems (electronic and physical) including historical files register for Hotham Williams office
- Assisting with survey development, communications, and graphic design tasks
- Coordinating travel arrangements, accommodation, meeting schedules, and venues
- Supporting finance tasks such as credit card reconciliation, quotes and purchase orders
- Any other duties as required

Key Selection Criteria

	DETAILS
GENERAL – BASIC PREREQUISITES FOR THE POSITION	• Australian residency or eligibility to legally work in Australia • Current 'C' Class driver's licence • Computer literacy and proficiency in use of MS 365 Office Suite
ESSENTIAL QUALIFICATIONS/ SKILLS FOR THE POSITION	• Minimum 5 years' experience in administration or project support roles • High level communication and interpersonal skills, including ability to effectively engage with internal and external stakeholders • Excellent organisational skills that demonstrate confidence in managing multiple tasks, with initiative and ability to prioritise workloads • Excellent written and verbal communication skills • Ability to work in a dynamic environment
DESIRABLE	• Completion of Certificate of Business or Business Administration • Experience in Natural Resource Management • Experience in digital skills including A.I. and the use of graphic design software (Indesign, illustrator and photoshop) website updates (WordPress) • Experience with WHS systems and procedures • Meeting coordination experience including taking minutes