



## POSITION DESCRIPTION

<b>Position Title:</b>	Office Manager
<b>Classification:</b>	Level 4 Social, Community, Home Care and Disability Services Industry Award 2010
<b>Salary Range:</b>	\$70,411 - \$75,761 (+ 9.5% Super Guarantee, 5 weeks annual leave, salary sacrifice arrangements)
<b>Status:</b>	This is a temporary position covering a maternity leave period. Full Time, Contract from 30/11/2020 to 02/07/2021.
<b>Reports to:</b>	Chief Executive Officer
<b>Role Function:</b>	The Office Manager will work with the CEO to support and manage a variety of functions of the organisation. The Office Manager will be responsible for ensuring efficient and effective operation of the office and will provide administrative support to business unit staff in delivery of their projects.

## CORE DUTIES:

### Leadership

- Provide secretarial support to the CEO as directed
- Supervise AMRRIC's traineeship position, Administration Officer, to continue on-the-job training opportunities in line with the trainee study plan through to finalisation.

### Operational

- As directed by the CEO, maintain current AMRRIC internal business systems which support the functions of WHS, HR, communications, finance and business development.
- Ensure WH&S systems, policies and procedures are maintained to continue AMRRIC's commitment to a safe work culture
- Ensure organisational compliance and that AMRRIC's business systems operate in accordance with appropriate standards and procedures as outlined in the organisation compliance calendar.
- Oversee monitoring and maintenance of infrastructure, facilities, IT systems and other resources to meet operational requirements.
- Oversee efficient office processes, including records and CRM management, service provider arrangements, supplies purchasing, and equipment maintenance.
- Undertake communications and marketing functions as required.
- Attend/facilitate AMRRIC Staff meetings, including minute taking and filing
- Work with Program Managers to support their relationships with key internal and external stakeholders



- Work with the CEO and Program Managers to collect and collate data for progress reporting against the AMRRIC strategy, operations and outcomes for the CEO and Board.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of AMRRIC's reputation.
- Support a multi-disciplinary team
- Co-ordinate travel requirements, ensuring appropriate support for staff, particularly in regional and remote areas.
- Other duties as directed by the CEO.

#### **Financial**

- Work with the Administration Officer and AMRRIC's bookkeeper to collate, code and maintain up-to-date financial records for reporting to management and the board
- Assist the CEO with management of grant applications and grant acquittals through the GEM Strategic Grants portal

#### **AMRRIC Board Support**

- Provide administrative support to the Board, under direction by the CEO, including organising meetings and providing secretariat services such as minute taking and filing.
- Where requested by the CEO, support the travel needs of the Board, including bookings, advice and processing of allowances.

#### **Professional Development**

- Attend and contribute to AMRRIC staff meetings.
- Participate in regular professional development.
- Maintain relevant knowledge around animal management and organisational programs, policies and activities.

#### **SELECTION CRITERIA:**

##### **Relevant Experience**

- Ability to work to conflicting priorities and deadlines.
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Demonstrate enthusiasm for and commitment to animal health and wellbeing
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft Office, and ability to use Applications to record data out in the field
- Maintain and exercise discretion in the use of confidential information
- The ability to work independently, making decisions and using initiative to contribute to the operational success of the office

##### **Scope**

- Flexibility and willingness to travel and stay in remote communities, if required.
- Work additional hours as required



### Educational Requirements

- Formal qualifications in business studies and/or minimum 2-4 years demonstrated relevant experience in similar office management and administrative support role
- Senior First Aid Certificate
- Previous experience in a not for profit environment is desirable.
- Manual, unrestricted driver's license
- Working with Children check valid across jurisdictions, or the ability to obtain such.

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Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Version	Date	Changes	Who
V1	29/10/20	Development of Document	LS
V2	03/11/20	Review HR Consultant	MW
Final	09/11/20	Final Document	LS