

## Position Description

<b>Job Title</b>	<b>Administration Officer</b>
<b>Classification</b>	Fixed Term Acting Role 6 Month Contract Possibility of extension
<b>Reports to</b>	Administration Manager
<b>Supervisory Responsibilities</b>	Nil
<b>Delegations</b>	In accordance with Delegation Register

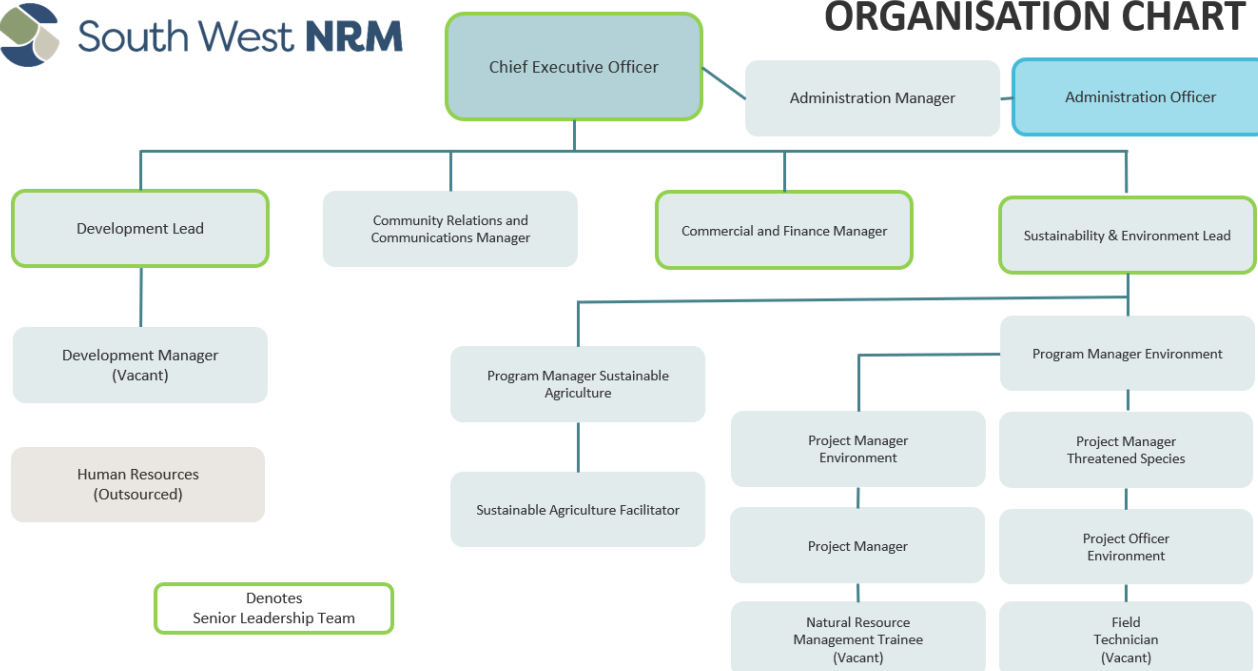
### Vision and Mission

*A healthier and more productive South West environment and community, continually benefitting from game-changing environmental solutions.*

- To co-design and implement innovative solutions to environmental issues through collaboration with government, industry, social enterprises, research organisations and community groups.
- To recast the way people, interact with the environment and increase their capacity for further improvements.

### Position Relationship

## ORGANISATION CHART



<b>Essential Duties</b>	
<b>Job Summary</b>	The Administration Officer supports the Administration Manager to deliver the administration of systems, management of assets, reception, records management, information technology and other office duties and processes.
<ul style="list-style-type: none"> <li>Primary duties</li> </ul>	<ul style="list-style-type: none"> <li>Meeting scheduling and preparation</li> <li>Information technology liaison and support</li> <li>Fleet Vehicle administration</li> <li>Asset management</li> <li>Record keeping and training schedule</li> <li>Finance Support – Credit Card reconciliation, supplier payment, Invoicing, Purchase order creation</li> <li>Ad hoc admin support requests from operational staff</li> </ul>
<ul style="list-style-type: none"> <li>Governance</li> </ul>	<ul style="list-style-type: none"> <li>Document control</li> <li>Insurance policy and claims management</li> </ul>
<ul style="list-style-type: none"> <li>General</li> </ul>	<ul style="list-style-type: none"> <li>General Office duties including stationery supplies, equipment orders, catering, event planning</li> <li>Mail collection</li> <li>File management and maintenance</li> <li>New starter set up support</li> <li>Agenda creation and minute taking</li> <li>Internal SharePoint management</li> </ul>
<b>Other</b>	
<ul style="list-style-type: none"> <li>Teamwork, Communication and Relationships</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain effective, supportive, and cooperative working relationships to contribute to building a positive team spirit for the SWNRM team.</li> <li>Work collaboratively with other staff to achieve optimum project outcomes.</li> <li>Treat people with respect and courtesy and be objective and open to other's views.</li> <li>Respond appropriately to management direction.</li> <li>Give and welcome feedback.</li> </ul>

<ul style="list-style-type: none"> <li>Continuous Quality Improvement</li> </ul>	<ul style="list-style-type: none"> <li>Monitors own work to ensure quality, accuracy and thoroughness.</li> <li>Displays a commitment to excellence by ensuring that the services are high quality and follow best practices.</li> <li>Identifies, suggests and implements organisation improvement strategies.</li> <li>Uses feedback to modify the approach or method to fit the situation best.</li> <li>Pursues workplace, personal and professional improvement.</li> <li>Is cost-conscious in the use of SWNRM resources.</li> <li>Follows SWNRM policies, procedures, and code of conduct.</li> <li>Applies relevant safety procedures/guidelines and equal opportunity principles to work performance.</li> </ul>
<ul style="list-style-type: none"> <li>Workplace Health and Safety</li> </ul>	<ul style="list-style-type: none"> <li>Undertake all activities per WHS best practices, policies and procedures.</li> <li>Adhere to Safe Work Methods, including wearing PPE as required or directed.</li> <li>Complete all documentation and reporting as required.</li> <li>Participate in WHS continuous improvement.</li> </ul>
<b>Qualifications, Registrations or Skills Required</b>	
<ul style="list-style-type: none"> <li>Essential Criteria</li> </ul>	<ul style="list-style-type: none"> <li>2 years' minimum administration experience</li> <li>Experience with Microsoft suite</li> <li>General finance/bookkeeping support experience</li> </ul>
<ul style="list-style-type: none"> <li>Desirable Criteria</li> </ul>	<ul style="list-style-type: none"> <li>SharePoint experience</li> <li>Xero software experience</li> <li>Event planning experience</li> <li>Document control experience</li> <li>Experience in working for a medium-scale, not-for-profit and incorporated association.</li> <li>Experience with Teams, Zoom and other video conferencing platforms.</li> </ul>
<ul style="list-style-type: none"> <li>Other</li> </ul>	<p>The following are assumed and will be checked at interview:</p> <p>8.1 Australian Residency or eligibility to legally work in Australia.</p> <p>8.2 Current WA Driver's License.</p>
<b>Work Environment and Physical Demands</b>	

- This position is a fixed term, acting role contract for 30 hours per week.
- There is a possibility of extension
- The position is based at 1 Verschuer Place, Davenport (Bunbury, WA).
- Flexible work arrangements may also be considered.
- Driving is an essential duty of this position.