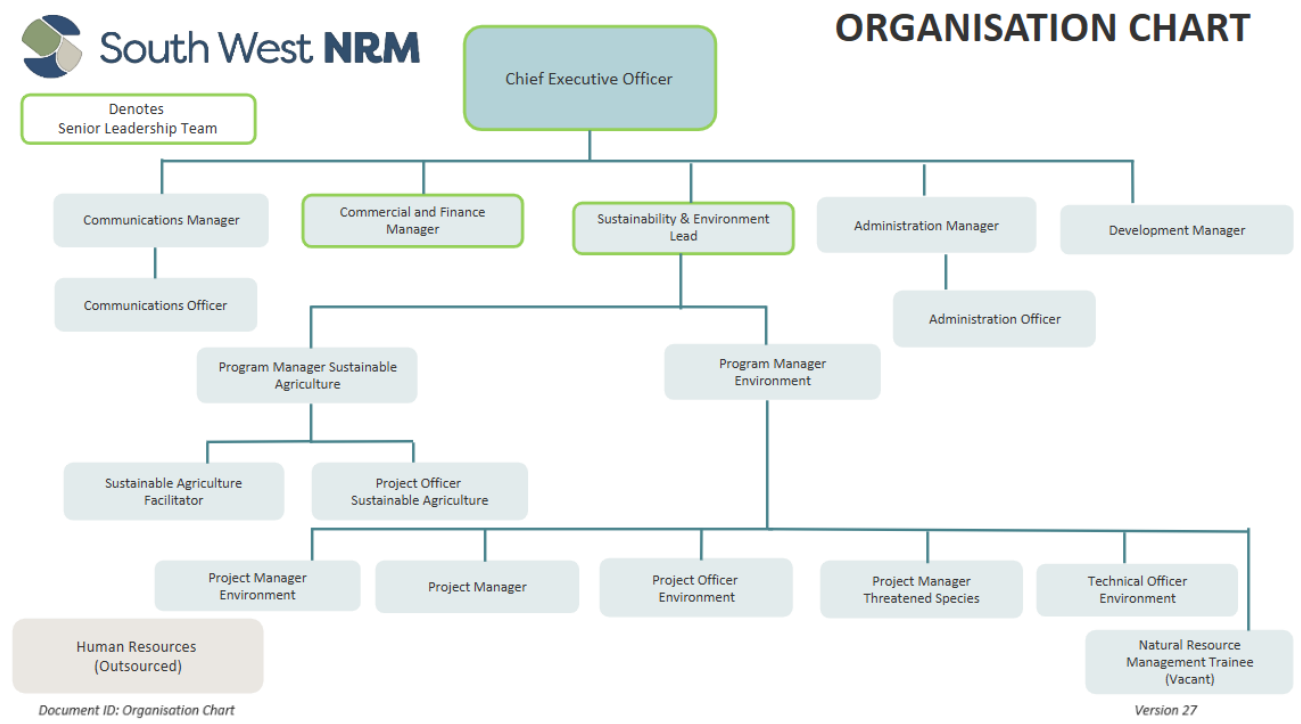


## Position Description

<b>Job Title</b>	<b>Business Support Officer</b>
<b>Classification</b>	Part time (up to 22.5 hours per week) 2-year Fixed Term Contract
<b>Salary Range</b>	\$59,000 - \$73,000
<b>Reports to</b>	Administration Manager
<b>Supervisory Responsibilities</b>	Nil
<b>Location</b>	Bunbury Office

<b>Purpose and Vision</b>
<p><i>A leading not for profit environmental organisation driving evidence based, collaborative action with our members and others to benefit our South West's globally unique environment and communities.</i></p> <ul style="list-style-type: none"> <li>➤ To conserve, enhance and restore our South West environment for the benefit of all.</li> <li>➤ A thriving South West where nature is valued for generations to come.</li> </ul>

### Position Relationship



<b>Essential Duties</b>	
<b>Job Summary</b>	<p>The Business Support Officer provides high-level administrative support to the Administration Manager to ensure the efficient and effective delivery of organisational systems and support to the management team.</p> <p>This includes managing assets, record and file management, scheduling staff training and maintenance, meeting support, financial support and general office duties.</p>
<ul style="list-style-type: none"> <li>• Primary duties</li> </ul>	<ul style="list-style-type: none"> <li>• Provide direct support to the Administration Manager in delivering administrative systems and processes.</li> <li>• Provide logistical support for meetings and events, including scheduling, coordination and preparation of support material (agendas and minutes) Coordinate the management and maintenance of fleet of vehicles, including record keeping</li> <li>• Maintain and monitor organisation asset register. Coordinate and schedule staff training, and maintain training records</li> <li>• Support finance and procurement activities including credit card reconciliation, managing purchase orders, supplier payments and invoices</li> </ul>
<ul style="list-style-type: none"> <li>• Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Document control – support and maintain organisation document control</li> </ul>
<ul style="list-style-type: none"> <li>• General</li> </ul>	<ul style="list-style-type: none"> <li>• General Office duties will include:</li> <li>• maintaining stationery supplies, uniforms, safety equipment and other equipment</li> <li>• Mail collection and distribution</li> <li>• Generic email account management, distribution and follow up</li> <li>• File management and record keeping</li> <li>• Data entry</li> <li>• Support employee social activity logistics and scheduling</li> <li>• New starter set up support</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 positive, collaborative working relationships that foster a strong team culture within South West NRM.</li> <li>• Work collaboratively with other employees to achieve optimum business and project outcomes.</li> <li>• Treat people with respect and courtesy and be objective and open to other's views.</li> </ul>
<ul style="list-style-type: none"> <li>• Continuous Quality Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Applies high level of attention to detail to ensure quality and accuracy. Demonstrates a commitment to excellence by delivering high-quality services aligned with best practice.</li> <li>• Identifies, suggests organisation improvement strategies.</li> <li>• Uses feedback to modify the approach or method to fit the situation best.</li> <li>• Is cost-conscious in the use of SWNRM resources.</li> <li>• Follows SWNRM policies, procedures, and code of conduct.</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>
<p><b>Qualifications, Registrations or Skills Required</b></p>	

<ul style="list-style-type: none"> <li>• Essential Capabilities, Skills and Experience</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years' minimum demonstrated experience in administration or business support role.</li> <li>• Experience with Microsoft suite (Word, Excel, PowerPoint, SharePoint, TEAMS, Azure applications)</li> <li>• Proven experience in general finance/bookkeeping support</li> <li>• Strong organisational skills with the ability to manage and meet deadlines</li> <li>• Ability to work autonomously and manage own time and priorities</li> <li>• High level accuracy and attention to detail</li> <li>• Demonstrated problem-solving skills</li> <li>• Ability to work dynamically across different business functions</li> <li>• Strong written and verbal communication skills</li> <li>• Demonstrated personal drive and integrity by taking pride in own work and deliverables.</li> <li>• Australian Residency or eligibility to legally work in Australia.</li> <li>• Current WA Driver's License.</li> <li>• Satisfactory Police check</li> </ul>
<ul style="list-style-type: none"> <li>• Desirable Criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft SharePoint Administration experience</li> <li>• Experience using Xero (or similar) accounting software</li> <li>• Experience in coordination and scheduling meetings and events</li> <li>• Knowledge of records management systems and document control practices</li> </ul>
<p><b>Work Environment and Physical Demands</b></p>	
<ul style="list-style-type: none"> <li>• Fixed Term Contract</li> <li>• The position is office based at 1 Verschuer Place, Davenport (Bunbury, WA).</li> <li>• Flexible work arrangements may also be considered after probation period.</li> <li>• Driving is an essential duty of this position.</li> </ul>	