

Position Description

Title:	Office Coordinator
Time Fraction:	Full time (possible option to work 0.8 EFT), ongoing
Program Area:	Administration
Location:	ICLEI Oceania Head Office, 5/257 Collins St, Melbourne
Occupant:	Vacant
Date Approved:	July 2010
Approved by:	Bill Forrest, Chief Executive Officer
Closing date for applications:	9.00 am, Tuesday 10 August 2010
Position contact:	Milly Bartlett, 03 9660 2246

1. POSITION OBJECTIVE

The Office Coordinator will:

- a) provide and coordinate the administrative processes for the efficient operation of the ICLEI Oceania office, including general administration, accounts payable and receivable, HR maintenance and payroll back-up, and relief reception
- b) ensure provision of executive and administrative support to the Board, CEO and senior staff.

2. ORGANISATIONAL RELATIONSHIP

Reports to:	Chief Executive Officer
Supervises:	IT Coordinator (and potentially an Administrative Trainee) and contract support
Internal liaisons:	Directors and Managers, other ICLEI staff
External liaisons:	Councils, other members, suppliers, funders, general public and other stakeholders.

3. KEY RESPONSIBILITY AREA

Office Management and Administration

- Coordinate and undertake efficient administrative processes for the organisation, with related budget responsibilities
- Oversee the IT support function
- Provide administrative support to internal program managers
- Provide support to external clients including advice and information on ICLEI programs and projects
- Maintain ICLEI Oceania registers, databases, filing systems and archives
- Manage building/leasing matters including cleaning, security, landlord liaison, fire safety/evacuation and act as after-hours emergency contact
- Process mail, accounts payable and receivable documentation when required
- Complete project work relating to the role

Executive Support

- Provide a professional and confidential service, managing the Chief Executive Officer's diary and travel plans
- Prepare agendas and minutes for the ICLEI Oceania Board meetings and liaise with Board members
- Answer questions and resolve minor issues on behalf of the Chief Executive Officer
- Create and distribute communications on the Chief Executive Officer's behalf
- Undertake other tasks as required by the Chief Executive Officer

Human Resources

- Ensure HR records are up to date for all staff
- Carry out administration for staff recruitment and coordinate new staff inductions
- Carry out payroll process when required (back-up to Finance Manager)
- Complete all HR processes for direct reports
- Ensure a duty of care is maintained for all direct reports

Corporate

- Liaise with and provide peer support to other ICLEI staff and Managers

4. AUTHORITY

Budget Responsibility

- Level of purchase authority is \$1,000 (plus GST)

Staffing Responsibility

- 1 part time IT Coordinator, potentially 1 full time Administrative Trainee, and other contracted administrative/corporate support as required

Decision Making

- Operates with limited supervision, monitoring workload and solves problems within the parameters of the role and policies of the organisation

5. SPECIALIST KNOWLEDGE AND SKILLS

- A high level of knowledge in the application of office procedures and technology
- At least intermediate and preferably an advanced level of proficiency in the application of Microsoft and other relevant computer packages

6. KEY SELECTION CRITERIA

Capabilities

- Highly developed administrative skills with particular attention to detail
- Organisational ability and the capacity to manage competing tasks within time constraints
- Excellent interpersonal and communication skills
- Ability to work effectively in a small team or independently when required
- Demonstrated competence in using computer software applications. Knowledge of Apple Macintosh operating systems desirable

Experience

- Substantial workplace experience in a not-for-profit, service or similar organisation
- Experience in staff supervision desirable
- Knowledge of the local government sector desirable

Qualifications

- A Certificate IV in Business Administration or tertiary qualification is highly desirable

7. SALARY AND BENEFITS

- 37.5-hour working week with some flexibility in relation to spread of hours
- Negotiable salary in range of \$60,000 per annum, subject to annual increments under the Collective Agreement
- Employer Superannuation contribution of 9%, salary sacrificing of superannuation is available
- 17.5 % Annual Leave Loading
- Other entitlements as per the *ICLEI Oceania Australian Services Union Collective Agreement 2009*

Interested candidates should send their CV and a cover letter addressing the Key Selection Criteria to jobs-oceania@iclei.org or Human Resources, ICLEI Oceania, 5/267 Collins Street, Melbourne 3000. Short-listed candidates will be asked to provide referee details.