



Corporate Support Officer Job Description Form

Position Identification

Position Title	Corporate Support Officer
Position location	Albany Office
Employment Status	0.6 FTE (with the possibility for increases subject to need and funding)
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and National Employment Standards (NES) of the Fair Work Act (2009).
Classification	South Coast NRM level 3.1, equating to \$69,686 gross per annum pro rated.
Contract term	1 June 2019 to 30 June 2023
Essential	Maintain a current Class C Drivers Licence.
Position approved and date	Chief Executive Officer, 6 May 2019

Position Relationships

Responsible to	Chief Financial Officer
Additional support provided to	Chief Executive Officer Business Services Manager South Coast NRM Board of Management Delegated sub-committees of the board: Audit Committee, South Coast Environment Fund Committee, Business Development Committee.
Positions under direct supervision	Aboriginal school based trainee

Key Responsibilities

<p>This role provides support services for the Executive Staff, Managers and Board (and their committees) of South Coast NRM, administrative, reception and minor communications duties. The role is responsible for:</p> <ul style="list-style-type: none"> • Organising meetings, coordinating agendas, recording minutes and following up on action items. • Booking appointments, travel and training. • Updating documents based on instructions from Executive Staff • Recording incoming correspondence • Administering the Occupational Health and Safety committee • Providing reception duties and associated responsibilities to a high standard • Provide mentoring to the aboriginal school based trainee in conjunction with the cultural project officer • Minor communications duties including coordinating and distributing a monthly electronic newsletter • Other minor duties such as replenishing office supplies
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Statement of Duties

Corporate plan goal	Duties
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A resilient environment	N/A
An enabled community	<ul style="list-style-type: none"> • Arrange meetings for the Executive Staff and Senior Management Team, the Board and their delegated sub-committees including liaison on agenda development and invitations, follow-up on action items and any relevant correspondence. • Create a proactive customer service culture for the delivery of reception duties and responsibilities.
An effective team	<ul style="list-style-type: none"> • Arrange meetings for Executive Staff and the Organisation and record these within a diary and/or calendar. • Arrange travel for Executive Staff and Directors, and other staff as requested by Executive Staff. • Arrange training for Executive Staff and Directors, and other staff as requested by Executive Staff. • Provide professional secretarial support to CEO, including proactively monitoring and managing deadlines. • Perform other duties as directed by the CEO within the scope and competence of experience or qualifications.
Effective resources	<ul style="list-style-type: none"> • Update documents (policies, procedures, handbooks, meeting minutes) as directed and ensure that version control and filing of all relevant written materials are maintained. • Record and transcribe records of meetings as directed, and facilitate their review, approval and distribution. Proactively facilitate the completion of actions from meetings. • Purchase office supplies as required, including stationery (monthly) after liaising with staff to ensure appropriate items are ordered • Assist with building maintenance requirements under the guidance of the Chief Financial Officer.
Effective processes	<ul style="list-style-type: none"> • Update the incoming correspondence procedure document under the direction of the Chief Financial Officer. Process all incoming correspondence through the document management system and distribute to staff as required using the updated procedures. • Track and manage all correspondence through the document management system. • Archiving of minutes and correspondence • Maintain an asset management system to record movement and use of minor assets for security purposes.
Effective communication	<ul style="list-style-type: none"> • Maintain a professional and courteous relationship with staff and stakeholders. • Coordinate, collate and distribute a monthly electronic newsletter • Make minor website updates • Create social media posts as directed

Special conditions related to this role

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| <ul style="list-style-type: none"> • During peak work periods, this role may require periods of work outside normal hours • Occasional travel including overnight to attend meetings |
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<p>Note: The occupant of this role will be expected to comply with and demonstrate a positive commitment to all South Coast NRM Inc. policies and procedures.</p>
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I have read and understand the requirements of the role as detailed in this job description form. I will undertake the role as described to the best of my ability and hereby accept the responsibilities and duties for the position as described on this job description form.

Signed by: (Appointee's signature) Date:/...../.....