

Position Description

Administration Coordinator



Overview	
Position title	Administration Coordinator
Location	Albany WA
Contract type	Permanent
Employment status	0.8-1 FTE
Remuneration	Annual gross salary \$90,000-\$100,000 plus superannuation pro-rata
Team	Business Services
Approval	Chief Executive Officer, 13/03/2024

Relationships	
Reports to	Executive Manager Business and Governance
Direct reports	Customer Service Officer, School Based Trainee
Internal	Senior Leadership Team, Business Services team, project staff
External	Consultants and service providers, general public, committee and community members contributing to South Coast NRM

Position summary and purpose

The Administration Coordinator is responsible for coordination of the employee lifecycle, the contract lifecycle and supporting the effective and efficient management of the office. The position will contribute significantly to achieving the Excellence theme of the South Coast NRM Strategic Plan 2030. This position will support the Executive Manager Business and Governance in managing the Administration team and taking responsibility for the day-to-day supervision of administrative staff and the following key functions: human resource administration; contracts administration; work health and safety (WHS); information technology; corporate information (records) management; administrative services; and membership.

Key responsibilities and duties

1. Undertake HR administration tasks to support the employee lifecycle (attraction, recruitment, induction, performance, development and separation) by developing and maintaining procedures and templates to support HR processes proactively.
2. Coordinate a contract management lifecycle process that assists internal stakeholders in meeting project commitments in line with head and subcontract agreements.
3. Manage the day-to-day operations of the office, including vehicle maintenance, building maintenance and security, asset management, and policy and procedure development and review.
4. Support the Executive Manager Business and Governance to identify, develop and implement business processes and organisational development initiatives.
5. Contribute to the management of WHS incidents and hazards from reporting through resolution, including worker's compensation claims.

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6. Assist SLT with the delivery of the Strategic Plan 2030 related to areas of responsibility.
7. Coordinate the procurement of office equipment, information technology assets and other assets as required.
8. Oversee the provision, maintenance and improvement of all information technology hardware, software and other necessary infrastructure and services in cooperation with external IT provider.
9. Maintain the corporate information (records) management framework and support staff to manage records compliantly.
10. Ensure organisational information and records, data, assets and software are physically and electronically protected.
11. Provide supervision to Administration staff.
12. Perform other duties as directed by the Executive Manager Business and Governance.

Requirements for success in this role – selection criteria

Skills, knowledge, experience, qualifications and/or training	
Essential	Three to five years' experience in business and/or administration management role
	Good understanding of the HR administration processes
	Experience in contract administration
	Experience overseeing the provision of Information Technology functions
	Good understanding of WHS requirements and processes
	Proven interpersonal skills to develop and maintain relationships
	Strong communication skills, both written and oral
	Teamwork skills and experience
	High level time management skills
	Advanced computer skills including Microsoft Office
	Good people management skills, with the ability to supervise and manage staff
	Possession of C class driver's license
Desirable	Experience working with First Nations communities and/or organisations

Policies, workplace practices and conditions

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organisation's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

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Acceptance of responsibilities and expectations of the position			
Employee		Manager	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	