

# Position Description

## Administration Officer



<b>Overview</b>	
Position title	Administration Officer
Location	Albany WA
Contract type	Permanent
Employment status	0.8 FTE
Remuneration	\$65,000 pro-rata + superannuation (\$52,000 + superannuation @ 0.8 FTE)
Team	Business Services
Approval	Chief Executive Officer, 9 <sup>th</sup> July 2024

<b>Relationships</b>	
Reports to	Administration Coordinator
Direct reports	Nil
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 Officer provides administrative support to the Business Services Team. The position contributes to the efficient operation of the office by providing administration support for a variety of key functions including front counter and telephone enquiries, human resources (HR); contracts administration; work health and safety (WHS); information technology and corporate information (records) management.

### Key responsibilities and duties

1. Provide administrative assistance to the Business Services team to support human resource management and contract administration functions.
2. Assist the Business Services Team with the day-to-day operations of the office including front counter enquiries and calls.
3. Assist with procurement of office equipment, information technology assets and other assets as required.

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4. Support the maintenance and updating of the South Coast NRM website.
5. Contribute to the maintenance of the corporate information (records) management framework and support staff to manage records compliantly.
6. Perform other duties as directed.

### Requirements for success in this role – selection criteria

<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Previous experience in an office administration role.
	Strong communication skills, both verbal and written.
	Well-developed interpersonal skills with a proven track record of working as part of a team
	Well-developed organisation and time management skills, with the ability to work to deadlines and manage competing demands
	Strong computer skills including demonstrated experience with Microsoft Office (SharePoint, Word, Excel, Teams)
Desirable	Experience and/or understanding of HR administration processes
	Experience with corporate website maintenance and updates (i.e) content updates
	Possession of C class driver's license

### 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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<b>Acceptance of responsibilities and expectations of the position</b>			
<b>Employee</b>		<b>Manager</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	