

Position Description

Administration Officer



Overview	
Position title	Administration Officer
Location	Albany WA
Contract type	Permanent
Employment status	Up to 0.8 FTE
Remuneration	\$68,000 - \$75,000 plus superannuation, pro-rata for FTE
Team	Business Services
Approval	Chief Executive Officer, 10/02/2026

Relationships	
Reports to	Business Services Manager
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; social media management; 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, contract administration and work health and safety 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.

Position Description

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4. Support the maintenance and updating of the South Coast NRM website and social media platforms.
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

Skills, knowledge, experience, qualifications and/or training	
Essential	Positive attitude with an ability to work well with people in an office environment.
	Good communication skills, both verbal and written.
	Well-developed interpersonal skills with a desire to work in a team.
	Good organisation and time management skills, with the ability to work to deadlines and manage competing demands
	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 content updates and social media
	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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Acceptance of responsibilities and expectations of the position			
Employee		Manager	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	