



POSITION DESCRIPTION

Position Title:	Office Manager
Classification:	Level 3 to Level 4 Social, Community, Home Care and Disability Services Industry Award 2010, dependent on experience (refer to Educational Requirements)
Salary:	\$68,953.04 - \$74,179.04 (+ 10.0% Super Guarantee, 5 weeks annual leave, salary sacrifice arrangements)
Status:	Full Time, Contract to 30/06/2022 with opportunity to extend, pending funding.
Reports to:	General Manager
Role Function:	The Office Manager will work with the General Manager to provide support and manage a variety of functions and resources of the organisation. The Office Manager will be responsible for ensuring efficient and effective operation of the office and will provide administrative support to the Chief Executive Officer and program staff in delivery of their projects.

CORE DUTIES:

Operational

- With direction of the General Manager, maintain currency of AMRRIC internal business systems which support the functions of WHS, HR, communications, finance and business development.
- Work with the General Manager to maintain WH&S systems, policies and procedures for currency and ensure periodical reviews of systems and processes to continue AMRRIC's commitment to a safe work culture
- Oversee monitoring and maintenance of infrastructure, facilities, IT systems and other resources to meet operational requirements.
- Oversee efficient office processes, including records and CRM management, service provider arrangements, supplies purchasing, and equipment maintenance.
- Support communications and marketing functions as required.
- Attend and facilitate AMRRIC staff meetings, including minute taking and filing
- Work with program managers to support their relationships with key internal and external stakeholders
- Work with the executive staff and program managers to collect and collate data for progress reporting against the AMRRIC strategy, operations and outcomes for the CEO and Board.
- Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of AMRRIC's reputation.



- Co-ordinate travel requirements, ensuring appropriate support for staff, particularly in regional and remote areas.
- Other duties as directed by the CEO.

Financial

- Work with AMRRIC's bookkeeper to collate, code and maintain up-to-date financial records for reporting to management and the board, including use of MYOB
- Provide assistance with management of grant applications and grant acquittals through the GEM Strategic Grants portal

Leadership

- Provide secretarial support to the CEO as directed
- Provide supervision and guidance for AMRRIC administration officers and/or administrative trainees in line with their trainee study plan.
- Support a multi-disciplinary team

AMRRIC Board Support

- Provide administrative support to the Company Secretary, including organising meetings and other board logistics as required.
- As directed by the Company Secretary or the CEO, support the travel needs of the board, including bookings, advice and processing of allowances.

Professional Development

- Attend and contribute to AMRRIC staff meetings.
- Participate in regular professional development.
- Maintain relevant knowledge around animal management and organisational programs, policies and activities.

SELECTION CRITERIA:

Relevant Experience

- Ability to work to conflicting priorities and deadlines.
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Demonstrate enthusiasm for and commitment to animal health and wellbeing
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft Office, and ability to use Applications to record data out in the field
- Maintain and exercise discretion in the use of confidential information
- The ability to work independently, making decisions and using initiative to contribute to the operational success of the office
- Demonstrate a solutions-focused attitude to problem solving
- Contribute to and lead a positive workplace culture, demonstrating initiative in carrying out workplace programs and activities



Scope

- Flexibility and willingness to travel and stay in remote communities, if required.
- Work additional hours as required

Educational Requirements

- Formal qualifications in business studies and/or minimum 2-4 years demonstrated relevant experience in similar office management and administrative support role, or willingness to undertake certificate training to obtain relevant qualifications with on-the-job training
- Senior First Aid Certificate or ability to obtain
- Previous experience in a not-for-profit environment is desirable.
- Manual, unrestricted driver’s license
- Working with Children check valid across jurisdictions, or the ability to obtain such.

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Version	Date	Changes	Who
V1	29/10/20	Development of Document	LS
V2	03/11/20	Review HR Consultant	MW
Final	09/11/20	Final Document	LS
V3	09/09/21	Final Document	LS