

## POSITION DESCRIPTION

<b>Job Title</b>	Corporate and Executive Support Officer
<b>Reporting to</b>	Chief Operating Officer
<b>Classification Level</b>	RA 4
<b>Salary</b>	\$80,000 - \$85,00
<b>Term</b>	Full Time or Part-Time arrangement considered. Fixed term contract to 30 June 2024
<b>Location</b>	Canberra

### ORGANISATIONAL OVERVIEW

Reconciliation Australia (RA) is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

<b>The Role</b>	
<p><b>Key purpose</b></p> <p>The Corporate and Executive Support Officer provides a range of executive support and administrative services to facilitate the delivery of business operations and to support the Chief Operations Officer in providing excellent Corporate Services and deliver key priorities.</p> <p><b>About the role</b></p> <p>This is a newly created position that will work across the Corporate Services team to ensure efficient and effective information flows, coordination, communication, support for priority projects and essential administration, like management of our Canberra Office. You will report, and provide support to, the Chief Operating Officer, and maintain oversight and monitoring of the diverse range of projects being delivered across Corporate Services to support the business to grow, develop and build critical capability.</p> <p>You will also have exposure to the work of our HR function and provide some support in the critical areas of recruitment and WHS, in addition to involvement in projects. You will have the opportunity to review processes and ways of working and to recommend and collaboratively implement solutions to support the effective functioning of the broader team, and the office of the COO.</p>	

### DUTIES

Support to the COO	<ul style="list-style-type: none"> <li>identify and resolve issues that may impact the successful execution of Executive responsibilities.</li> <li>Prepare a range of communication products, including emails, presentations, and briefing papers.</li> </ul>
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<p>Administration</p>	<ul style="list-style-type: none"> <li>• Develop and oversee the implementation and evaluation of administrative practices, systems, and procedures to optimise efficiency and support the achievement of quality outcomes</li> </ul> <p>Perform office management for the Canberra office, which includes:</p> <ul style="list-style-type: none"> <li>• Ensuring regular office administration processes are carried out in a timely and efficient manner, including daily mail registration and distribution to relevant teams or individuals.</li> <li>• Managing facilities, office maintenance and office supplies in Canberra.</li> <li>• Maintain stores and ensure that supplies are available for office staff.</li> <li>• Assist with office accommodation needs, office furniture and equipment and other supplies.</li> </ul>
<p>Relationship Management</p>	<p>Build effective relationships:</p> <ul style="list-style-type: none"> <li>• across the Corporate Services team, with the CEO's EA, General Managers, and staff across the business.</li> <li>• with external parties that RA is partnering with to deliver key projects.</li> </ul> <p>Working in collaboration with business areas to respond to whole-of-organisation requests and implementing actions/projects to support the achievement of the organisation's strategic and operational objectives.</p>
<p>Coordination and Delivery</p>	<ul style="list-style-type: none"> <li>• Assist with organising out of office activities such as cultural activities and away days.</li> <li>• Project support, monitoring and coordination</li> <li>• You will assist with Governance processes, including working across the team in coordinating and quality assuring our processes, engagements, and papers.</li> <li>• You will provide some coordination support to the HR Manager, for example support for the WHS Committee.</li> </ul>
<p><b>Success Criteria</b> <u>Essential</u></p> <ol style="list-style-type: none"> <li>1. An understanding and awareness of Aboriginal and Torres Strait Islander peoples, their cultures and issues affecting them.</li> <li>2. Strong oral and written communications skills, including the ability to present information and adapt your approach to a range of audiences.</li> </ol>	

3. Excellent organisational and planning skills, including experience delivering projects and providing administrative support.
4. Ability to meet deadlines, marshal resources and influence stakeholders to bring together a project or outcome.
5. Sound critical thinking abilities and experience successfully implementing improvements to the processes and practices in business areas, projects or across an organisation.
6. Sound judgement, discretion and excellent interpersonal skills that enable you to build and manage key relationships.
7. Sound working knowledge of Microsoft Office applications.
8. Ability to work co-operatively in a team environment and to relate effectively to RA staff and external stakeholders.

Desirable

9. Experience working with Aboriginal or Torres Strait Islander peoples, communities, and organisations.
10. Experience working with any of RA's program areas.