

Position Description

Executive Support Officer, Yuwaya Ngarra-li Walgett

OVERVIEW AND POSITION SUMMARY

The purpose of Yuwaya Ngarra-li is for Walgett's Dharriwaa Elders Group (DEG) and University of NSW (UNSW) to work in partnership to improve the wellbeing, social, built and physical environment and life pathways of Aboriginal people in Walgett through collaborating on evidence-based programs, research projects and capacity building.

At the beginning of a three year 'Building Phase', Yuwaya Ngarra-li is working on areas identified as community priorities in which we have already established relationships, track record and a specific role to play:

- In **Youth Justice**, Yuwaya Ngarra-li will test, demonstrate and document a holistic evidence-informed and locally-developed diversion program in Walgett which will pay equal attention to reducing young people's contact with the justice system and providing them with alternative opportunities and pathways.
- In **Water and Country**, Yuwaya Ngarra-li will focus on influencing improved community access to sustainably managed lands and waters. Safe drinking water and the development of on-Country activities which support the wellbeing of environment and community will be a focus, alongside policy development and advocacy activities.
- In **Aboriginal community leadership and control**, Yuwaya Ngarra-li will focus on growing the leadership, capability, collaboration and influence of Aboriginal Community Controlled Organisations, current and emerging community leaders and the Yuwaya Ngarra-li team including through local Aboriginal employment and professional development.
- In **Infrastructure and Services**, Yuwaya Ngarra-li will seek investment and allies to scope and, where possible start-up social enterprises, and implement civic improvement projects and services already identified to strengthen the focus areas. Through the development of innovative new industries Yuwaya Ngarra-li will demonstrate alternative economic directions for north west NSW.

The Executive Support Officer will support the Yuwaya Ngarra-li Partnership Manager in her leadership of Walgett's Yuwaya Ngarra-li team. You will undertake an induction to Yuwaya Ngarra-li and Walgett.

ACCOUNTABILITY

Responsible to the Yuwaya Ngarra-li Partnership Manager

POSITION SUMMARY

The Executive Support Officer ("ESO") provides high level confidential administrative support to the Yuwaya Ngarra-li Partnership Manager. The ESO also works with the Yuwaya Ngarra-li Program Manager (PM) to co-ordinate a smooth workflow between the Yuwaya Ngarra-li Partnership Manager and the team as well as other services where required.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide high level and confidential administrative support to the Yuwaya Ngarra-li Partnership Manager.

- Assist the Yuwaya Ngarra-li Partnership Manager to manage and co-ordinate a range of tasks and competing priorities, and to meet deadlines, with limited supervision.
- Assist the Yuwaya Ngarra-li Partnership Manager to manage her calendar and appointments, and assist with correspondence, preparing agendas and minute taking, checking draft documents, and online record keeping and communications.
- Consistently uphold high quality principles, practices and protocols of Dharriwaa Elders Group in support of the Yuwaya Ngarra-li Partnership Manager.
- Monitoring, documenting, reflecting upon and reporting progress regularly using agreed processes provided by the Yuwaya Ngarra-li Partnership Manager from the YN leadership, including participating in regular reflective planning sessions with the YN team.
- Pursue skills and knowledge that will enhance your role
- Liaise with the Yuwaya Ngarra-li Program Manager to ensure smooth workflows at DEG as required by the Yuwaya Ngarra-li Partnership Manager.
- Use a range of information technology tools to enhance business effectiveness of the Yuwaya Ngarra-li Partnership Manager.
- Adhere to Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety principles and practices at all times.
- Undertaking any task directed by the Yuwaya Ngarra-li Partnership Manager to achieve YN's objectives, activities and timeframes.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.

SELECTION CRITERIA

- Previous experience working in a high level administrative support position requiring discretion, attention to detail and technical competency.
- Demonstrated ability to work independently, prioritise multiple tasks and manage competing deadlines.
- Well developed oral and written communication skills, including experience in the preparation of correspondence and reports.
- Demonstrated ability to complete work within limited time frames and manage deadlines.
- Demonstrated ability to provide high level professional and responsive service for the Yuwaya Ngarra-li Partnership Manager, including digital diary management.
- Advanced skills in use of Word, Excel, Publisher, MYOB AccountRight, Power Point, web search engines and email.
- Demonstrated ability to communicate and work effectively with Aboriginal people.

REQUIREMENTS

- Current NSW Drivers Licence

- NSW Police Check and Working with Children Check
- Flexibility and sense of humour
- Living in Walgett
- If you are selected you will be required to undertake a 3 month trial, at the completion of which a 2 year, 6 month contract may be offered.
- 3 x Referees including 1 Aboriginal Community Controlled Organisation

DESIRABLE:

- Aboriginal people are strongly encouraged to apply
- Knowledge of and demonstrated experience using best practice small or medium business processes
- TAFE or Tertiary qualifications in Business Administration or Human Resource Management
- A demonstrated knowledge of and the ability to implement principles and policies relating to Workplace Diversity, a Safe Working Environment and Access & Equity.

WAGES

This position attracts a salary package based on Level 4 of the Social, Community, Home Care and Disability Services Industry Award 2010 dependent upon experience.

HOW TO APPLY

Please submit a short application answering the above selection criteria, with your CV and contact details for 3 referees including at least 1 x Aboriginal Community Controlled Organisation by COB Thursday 23 April 2020 to:

The Yuwaya Ngarra-li Partnership Manager

Dharriwaa Elders Group wendy@yuwayangarrali.org.au

Further information available by emailing wendy@yuwayangarrali.org.au

<https://www.dharriwaaeldersgroup.org.au/>

<https://www.dharriwaaeldersgroup.org.au/index.php/yuwayangarrali>

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