

Position Description

Position Title	SECCCA Administration Assistant
Position Status	Part Time .6 FTE
Salary	\$65K/annum pro rata
Position Reports to	SECCCA Executive Officer
Date Reviewed	October 2020

Position Objective

The South East Councils Climate Change Alliance (SECCCA) has recently expanded its operations and requires an effective and efficient administration assistant to support the Executive Officer in the functioning of the organisation. The incumbent will assist in developing agendas, taking minutes, calendar management, organising events and other administrative tasks. The incumbent will also be required to assist with the development of policy and communications collateral.

Key Responsibilities

- Assist the SECCCA Executive Officer and Secretary with the efficient running of meetings, including assisting with the development of agendas, taking minutes, organising room bookings, managing calendars
- Coordinate the Councillor Advisory Group (CAG) including development of advocacy communications.
- Support the Executive Officer to administer the organisation
- Support the Executive Officer to undertake the organisation's advocacy and communications priorities

Position Requirements

1. Accountability and Extent of Authority

The incumbent is responsible and accountable for:

- Detailed and accurate notes and minutes
- Efficient development of agendas, management of calendars and event organisation

2. Judgment and Decision Making

The incumbent is accountable for:

- Ensuring that matters are escalated to the Executive Officer when appropriate

3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Impeccable written and verbal communication skills
- Time and workload management
- Awareness of sustainability and climate change issue
- Proficient in the use of Office 365, Adobe and Zoom

4. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Attention to detail
- Highly self-motivated and a well developed ability to self-direct
- High level of organisation including ability to seek assistance with prioritising tasks where necessary
- Demonstrated ability to work as an effective team member and to establish and maintain collaborative working relationships

Key Selection Criteria

Selection will be based on the following key selection criteria. Reference will also be made to other skills, knowledge and attributes contained in the Position Description:

- Excellent writing, communications and organisational skills
- Ability to utilise relevant software programs such as Office 365, Adobe, Zoom
- Ability to engage professionally with a number of people in various roles including Local Government Councillors, Executive and Officers
- Ability to engage professionally with SECCCA external stakeholders
- An interest in climate change action

Prerequisites

- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia

Job requirements

The incumbent will be required to work from their home. (All SECCCA staff work from their respective home-based offices). A lap top will be provided and compensation for expenses incurred, including mobile phone use, will be negotiated.

Adaptive equipment

Equipment	Description of use
Ergonomic assessment of workstation	Minimise effects of long periods of sitting and using a computer
Ergonomic office chair	Minimise effects of long periods of sitting
Telephone headset	Minimise effects of long periods of telephone use

Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by SECCCA during the term of your employment.