



Business Services Officer

POSITION DESCRIPTION

Aboriginal or Torres Strait Islander people are strongly encouraged to apply for this role.

Position Title	Business Services Officer
Reports To	Business Services Manager
Direct Reports	Nil
Salary & Term	<ul style="list-style-type: none">• Ongoing, subject to continued funding• Salary of \$68,884 - \$83,640 per annum (full-time equivalent) plus superannuation, based on experience and expertise of the occupant.
Overview	<ul style="list-style-type: none">• The First Peoples' Assembly of Victoria (the Assembly) is the voice of Aboriginal people in Victoria in the next stage of the Treaty process. It is made up of Victorian Traditional Owners, elected by Aboriginal Communities, for Aboriginal Communities, to advance their rights, interests and benefits.• The Assembly works with the State to establish Treaty processes that recognise the sovereignty of the First Peoples of Victoria, support self-determination, and realise human rights, to make Victoria stronger for everyone.• This role is part of the Business Services team, which is responsible for finance, people management, property management, asset management, risk management, IT systems, fleet management and other forms of corporate and Assembly Member support.• The role provides operational support and research and advice on administrative systems, policies and procedures for staff management, financial planning, and facilities management.
Key Duties	<ul style="list-style-type: none">• Provide operational support, and research and advice, to the Manager, Business Services, on systems, policies and procedures related to the Assembly's finances, people management, property management, asset management, risk management, IT systems, fleet management and other forms of corporate and Assembly Member support.• Analyse issues and initiatives that affect the organisation, and prepare associated reports and correspondence for the Manager, Business Services.



	<ul style="list-style-type: none"> • With the Business Services Manager, support the development of a strong, coordinated workplace culture. • Provide information and support for the preparation of financial reports and budgets. • Negotiate and manage straight forward corporate contracts and service agreements. • Develop and maintain support processes for Assembly IT infrastructure. • Assist with the establishment of premises from where the Assembly will operate; including the fit-out and ongoing running of the tenancy. • Provide administrative support for recruitment of staff including organising interviews. • Support compliance with OHS standards.
Skills and experience required	<ul style="list-style-type: none"> • Comprehensive knowledge of Victorian Aboriginal Communities • Respectful and collegiate approach to work, and to community members • Demonstrated administrative support experience • Sound judgement and decision-making skills • Highly organised and able to prioritise tasks • Able to meet tight deadlines and comfortable working in a fast-paced, quickly changing environment • Take a proactive approach to problem-solving. • Ability to be tactful with sensitive matters and retain confidentiality. • Sound verbal and written communications skills • Excellent computer skills and familiarity with the MS Office suite
Key Selection Criteria	<ol style="list-style-type: none"> 1. Demonstrated capacity to provide high quality administrative support in the context of a Victorian Traditional Owner representative body Willing and able to provide high quality administrative support within an organisation that is Aboriginal controlled and representative of Aboriginal communities in Victoria. Demonstrated understanding of the Aboriginal community in Victoria. Able to navigate complex relationships and act in accordance with the Assembly values. 2. Demonstrated capacity for success in a growing organisation Able to promote resilience and perseverance across the Assembly and maintain focus on the primary goal of achieving Treaties in a way that best furthers the achievement of the rights of Victorian Traditional Owners and other Aboriginal people in Victoria. 3. Demonstrated capacity for achieving results with others Ability to be self-directed and make sound judgements. Able to collaborate with others within the Assembly to achieve the organisation's goals. Takes responsibility for own work and supports others to achieve their work. 4. Demonstrated capacity to achieve the highest standards of integrity Willing and able to behave in a way that supports the achievement of the Assembly values and builds the reputation of the Assembly.
Technical Skills	<ul style="list-style-type: none"> • MS Office proficiency