

# Position Description

## Office Coordinator

<b>REPORTING TO</b>	Finance & Admin Manager
<b>WORK LOCATION:</b>	60 Leicester Street, Carlton, Melbourne
<b>GRADE:</b>	4
<b>SALARY (FTE):</b>	\$76,128 plus 10% superannuation
<b>STATUS:</b>	Permanent, Full-time
<b>HOURS:</b>	37.5 hours per week, Flexible Working Hours

### WHO WE ARE

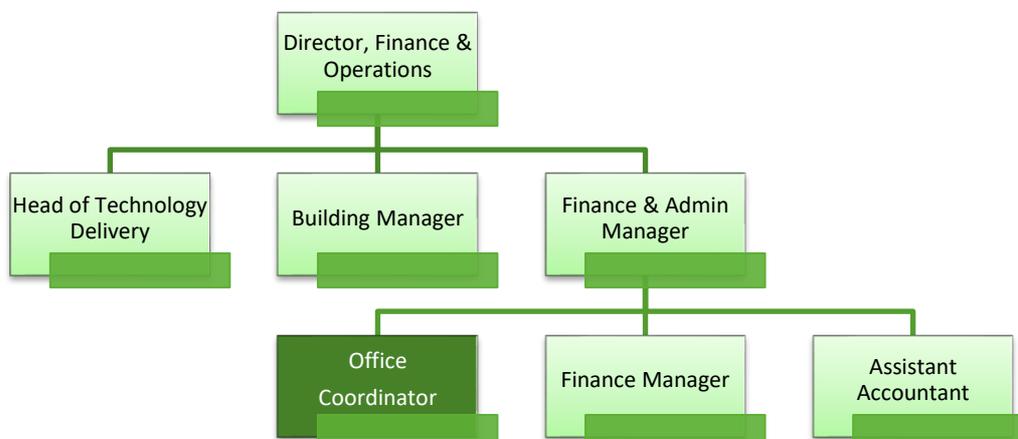
The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from community, government and business. Our supporters advocate against pollution and destruction, and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our supporters.

### THE ROLE

The role is responsible for providing administrative support to staff in ACF's offices across Australia. The role covers a wide range of activities, from hands-on, day-to-day support through to participation in major projects. The role requires proactive engagement with stakeholders in a collaborative and professional manner.

### REPORTING STRUCTURE



## HOW THE ROLE CONTRIBUTES TO THE ORGANISATION

The role sits within the Finance & Operations directorate, one of five directorates at ACF. The FOPS team provides services and support to the whole organisation including finance, facilities, office admin, information technology & data analytics.

This role connects with other team members to ensure FOPS provides seamless, professional and high-quality support for ACF's important environmental and fundraising work.

## COLLABORATIONS

The role has a high profile and works with all ACF staff located at the 60L head office and interstate offices. The role is the first port of call for service requests from ACF's tenants in the 60L building so strong working relationships are important. The role provides support to major projects and works closely with the managers across the organisation.

## RESPONSIBILITIES

- Provide administration support to staff in the 60L building, including managing supplies, provision of office services and other matters as required by the Finance & Admin Manager.
- Provide administration support to ACF's interstate offices and staff by ensuring that any issues or periodic service requests are promptly followed up and by managing supplies, where appropriate.
- Ensure that reception visitors are promptly welcomed and assisted with security passes and other building entry requirements. Administer the 60L electronic security token system.
- Manage incoming and outgoing mail, deliveries and couriers.
- Ensure that ACF and 60L meeting rooms are kept in order throughout the working day. Ensure that all tenants have reasonable access to the 60L meeting room and that the tenant booking system operates effectively.
- Ensure that ACF kitchen facilities are maintained. Manage office and kitchen waste disposal processes.
- Monitor the safety and security of ACF's office. Regularly inspect the office to ensure that any hazards are promptly identified and rectified. Proactively communicate any safety matters to the 60L Building Manager and ACF staff, as necessary.
- Participate in ACF emergency response measures, for example, warden duties.
- Manage the tenant service request system ensuring that issues are recorded and dealt with promptly, effectively and in a professional manner.
- Support the Executive Assistant to the CEO in the coordination of Board, Council and Committee meetings, including travel, accommodation and venue bookings. Proactively respond to any logistical matters on behalf of Board and Council members.
- Attend and minute Council and Finance Committee meetings.
- Coordinate ACF's monthly All Staff meeting and other major staff events.
- Provide ad-hoc support to the Fundraising, Engagement, Campaigns and People & Culture teams during busy periods, for example during events or major projects.

## WHAT DOES HIGH PERFORMANCE LOOK LIKE?

This is a high-profile role so ACF expects the very best of ACF's values, especially demonstrating strong collaborative skills and supporting the organisation in a respectful way. High performance includes showing initiative, looking for issues and solving problems quickly and autonomously. The role requires the incumbent to be highly organised; to prioritise what is important and to be unflappable when there are competing demands.

## KEY SELECTION CRITERIA

1. **Experience.** Employed in an administrative or service-oriented role for at least two years.
2. **Planning and Organising.** Highly organised with demonstrated experience in managing competing priorities.
3. **Use of Technology.** Strong skills in using the MS Office productivity suite and a desire to learn new technical skills to solve day-to-day issues.
4. **Creativity and Innovation.** Successfully implemented new processes, in particular those that drive employee self-service.
5. **Resilience under pressure.** Demonstrated ability to remain calm under pressure and still make good decisions.