



JOB DESCRIPTION

Position Title: Office Administrator (OA)

Position Reports to: Staff Team Leader, AFP Legacy

Position Description:

Australian Federal Police Legacy (AFP Legacy) is a not-for-profit incorporated association that was set up to provide support and financial assistance to the families of AFP members who pass away, on or off duty, whatever the circumstances, accident, injury or illness. AFP Legacy also exists to perpetuate the memory of those AFP members who die in the line of duty. AFP Legacy works with other Police Legacy organisations around Australia in the furtherance of promoting and strengthening the work undertaken by Police Legacy.

The AFP Legacy Board of Management comprises of a team of dedicated AFP members who volunteer their time and represent a broad cross-section of the policing community. AFP Legacy is governed by a constitution, by-laws and guidelines.

The OA is responsible for ensuring the efficient and effective day to day operations of AFP Legacy. The role is to assist the AFP Legacy Board of Management, including the management of the AFP Legacy Office, financial and administrative duties, and business planning. This position requires a high degree of confidentiality, self-motivation and flexibility in terms of time management and commitment.

The OA works alongside and in conjunction with the Family Liaison Officer (FLO) and the Event and Marketing Coordinator (EMC), with all positions working in support of each other and collectively supporting the Board of Management.

Key duties and responsibilities:

- Management of AFP Legacy office location and utilities
- Establish and maintain filing systems
- Maintain a procedures manual covering all aspects of operating the office of AFP Legacy
- Data entry and management of financial records through MYOB and the AFP Legacy Database
- Management of merchandise in relation to sales, stock control, volunteer management and data entry through MYOB software
- Cash handling, banking, stock management (including stocktakes)
- Management of annual scholarship programs
- Policy development and review
- Management of the AFP Legacy inbox, general enquiries, correspondence and mail
- Preparing correspondence including letters, talking points and briefs
- Preparing Board reports and management of meeting papers and agendas as required
- Oversee the regular review and development of business plans
- Management of AFP Legacy involvement with the National Secretariat of Police Legacies and involvement with National conferences
- Represent the Board at forums/functions/presentations, where required
- Liaison with Police Legacy counterparts in Australia
- Provide support to the Board of Management
- Support and assist the FLO and EMC as required
- Work as part of a small team reporting to the Team Leader

Key relationships and interactions:

Internal

Staff Team Leader
FLO
EMC
Board of Management
Volunteers in Policing members
AFP employees and volunteers

External

AFP Legatee families
AFP Legacy sponsors
Lawyer
Police Legacies
Accountant
Likeminded charitable organisations

Confidentiality:

All duties are to be conducted in an ethical manner. Any information directly related to a legatee family or the operation of AFP Legacy is to be treated in confidence and not discussed outside the AFP Legacy Board of Management unless agreed to by the President.

Essential requirements:

- Excellent interpersonal and communication skills, both written and verbal
- Excellent organisational skills
- High standard of administration skills, including excellent Microsoft Office skills
- Ability to learn financial management software
- Demonstrated skills in assertiveness, discretion and initiative
- Ability to work independently and within a team
- Ability to work flexibly, given some requirements will be out of normal business hours
- Strong time management skills
- Strong personable characteristics
- Demonstrated office management experience
- Possession of a current 'NV1' national security clearance, or the ability to obtain one, is essential, noting that a previously expired clearance would assist with a new clearance process

Desirable requirements:

- Bookkeeping experience
- Cash management and record of sales experience
- Experience as a volunteer
- Experience or knowledge of the AFP
- Previous experience with MYOB
- Experience (personally and/or professionally) in dealing with grief

Conditions:

- Conditions of work will be covered in an individual employment agreement
- An estimate of average weekly hours is 20 - 25
- Ability to work in the AFP Legacy Office, Edmund Barton Building, Canberra, within core business hours
- Employment agreement allowing for part-time flexibility
- Willingness to work outside of normal business hours (including weekends) to facilitate running of events and activities when required

Date of last review: 26 May 2021