



JOB AND PERSON SPECIFICATIONS

Title of Position: Project Support Officer- SAACCON	Workgroup/Section: Adelaide
Appointment Fraction: 0.6 FTE- 0.8 FTE (based on requirement of the role)	Occupant: New Position
ALRM Award Level: AO4-AO6 (depending upon experience)	Version No: 1.0
Annual Salary: As per classification	Version Date: September 2021

Job and Person Specification Approval

_____/_____/_____
ALRM Board or Chief Executive or Delegate

Job Specification

1 Purpose

The SAACCON Administration Support Officer is responsible for providing administrative and membership support to the Secretariat of the South Australian Aboriginal Community Controlled Organisation Network (SAACCON), a network of Aboriginal Community Controlled Organisations in South Australia to provide advice, recommendations, and guidance to the Coalition of Peaks and the South Australian, Commonwealth and Local Governments on the National Agreement on Closing the Gap.

2 Reporting/Working Relationships

Internal:	<p>This position has no supervision responsibility but reports to the SAACCON Project Lead. This Position is required to work along with other stakeholders within ALRM - Leadership team, corporate team and other working teams at ALRM.</p> <p>This position will also work directly with and will take reasonable directions from SAACCON's Lead and Co-Convenor for all operational matters.</p> <p>This position works in close collaboration with other SAACCON members and staff of ALRM.</p>
External:	<p>This position works collaboratively with Coalition of Peaks and the South Australian, Commonwealth and Local Governments and other stakeholders such as the media and Aboriginal communities.</p>

3 Special Conditions

Out of Hours Work:	A flexible approach to working hours is required including out of hours work.
Travel:	Some state and interstate travel may require.
Location:	Appointment will be at the Adelaide Office.
Other Conditions:	<p>The incumbent is required to hold a current South Australian Driver's License and DCSI clearance checks and satisfactorily completed a National Criminal History Check.</p> <p>A flexible approach to working hours is required. The organisation is a smoke free working environment with working hours from 9:00am to 5:00pm.</p>
Desirable	A current South Australian Driver's License.

4 ALRM and SAACCON Core Objectives

ALRM assists Aboriginal persons (especially those who are detained in custody or imprisoned) to relieve their poverty, the consequences of their dispossession and social misfortune and to assist further in removing destitution and helplessness amongst Aboriginal people using the legal system of the State of South Australia and the Commonwealth of Australia.

Aboriginal Legal Rights Movement (ALRM) auspices the South Australian Aboriginal Community Controlled Organisation Network (SAACCON), which is a network of Aboriginal Community Controlled Organisations (ACCOs) in South Australia. It was established to provide advice, recommendations, and guidance to the Coalition of Peaks (CoP), and the South Australian, Commonwealth and Local Governments on the National Agreement on Closing the Gap.

SAACCON's goal is to bring together the voices, expertise, and experiences of ACCOs and provide legitimate representation to the partnership with Australian governments on Closing the Gap to improve the life outcomes of Aboriginal peoples by:

- sharing decisions with governments on policies and programs impacting Aboriginal peoples
- protecting and promoting the status of Aboriginal peoples as the First Peoples of South Australia, with distinct cultures and languages, as part of Closing the Gap
- ensuring shared decisions with governments are informed by the needs and experiences of Aboriginal communities, community-controlled organisations, and peoples
- driving increased accountability of all governments for the commitments in the National Agreement on Closing the Gap

Members of SAACCON, including ALRM are representative of Aboriginal peoples' interests in Closing the Gap as they are directly involved in the delivery and monitoring of services to their communities across Australia.

5 Key Responsibilities

- Provide administrative support to the Secretariat of SAACCON for the implementation of the National Agreement on Closing the Gap; Partnership Agreement on Closing the Gap; and, the South Australian Jurisdictional Implementation Plan (Project).
- Support the work of the Lead and Co-Convener of SAACCON on all operational matters and ALRM on the fulfilment of its obligations under the funding agreement.
- Support SAACCON's Project Lead and Project and Stakeholder Engagement Officer on all Project and membership administrative related tasks such as:
 - be the first point of contact for any enquiries pertaining SAACCON and forwarding them to the relevant team member where relevant.
 - support all logistical arrangements for meetings or events including technologies, venue, catering or travel arrangements.
 - minute taking, arranging meeting appointments and other follow up tasks.
 - attend to any organisational financial and administrative processes such as gathering of quotes, raising of purchase orders, submission of invoices, reimbursement of travel allowances and others.
 - ensure all record keeping of documentation is in line with the organisations' policy and procedures.
 - maintain the stock of SAACCON's promotional materials, stationery, and equipment.
 - provide other general administrative support to SAACCON's team and its members.
- Engage and work collaboratively with the State and Federal Government, including other agencies as required.
- Perform other duties which commensurate with the functions of SAACCON and ALRM, including this classification, as may be required.
- Encourage and sustain a cooperative, "can do" work environment.
- Contribute positively to SAACCON and ALRM leadership, organisational management, and support operations towards the achievement of organisational goals.
- Support and work with people with diverse backgrounds, value systems, cultural differences, and special needs.
- Maintain a high level of knowledge and understanding of human rights and justice issues impacting upon Aboriginal and Torres Strait Islander peoples
- Other duties as required and/or requested by the Project Lead.

6 Maintain Safe Work Environment

- To ensure all staff engage in safe work practices and follow all ALRM WHS Policies, Procedures and supporting documents.
- To cease work/activity immediately if the work is deemed/identified as unsafe or in breach of safety legislation.
- Take reasonable care to protect your own health and safety, and the health and safety of others who may be affected by your actions or omissions at work.
- To comply with effective and timely reporting of hazards or incidents.
- To ensure you are not affected by alcohol or other drugs which are likely to endanger yourself or others.

7 Essential Criteria

- Commitment to Aboriginal and Torres Strait Islander peoples being self-determining and a capacity to work effectively in a culturally appropriate manner.
- Commitment to embrace the cultural/organisational philosophies and values relating to Closing the Gap, SAACCON and ALRM.
- Demonstrated relevant tertiary qualification or previous work experience.
- Strong administrative, organisational, and computing skills.
- Ability to set priorities with excellent time management to meet deadlines.
- Strong communications skills, both verbal and written.
- Advance/Intermediate Knowledge of working with Microsoft Office packages and online Meeting Software (Microsoft Teams, Zoom, etc.).
- Excellent interpersonal skills with the ability to always maintain confidentiality.
- Effectively manage time, resources, and systems.
- Ability to use office equipment and office systems.
- Ability to work collaboratively and share decision making with internal and external stakeholders.
- Understanding and commitment to the effective implementation of Workplace Health & Safety and Ethical and Diversity practices in the workplace.
- Willingness to undertake country travel.

8 Desirable Criteria

- Experience delivering culturally appropriate services to Aboriginal and Torres Strait Islander communities.
- Relevant training or qualifications demonstrating understanding of Aboriginal and Torres Strait Islander peoples and cultures.
- Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply.

9 Certified Correct

Approved: Chief Executive Officer

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Occupant:

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