



## Position Description

<b>Position Title:</b>	Executive Assistant / Administrative Officer	<b>Business Unit:</b>	Wakwakurna Kanyini
<b>Classification:</b>	SCHADS Award Level 3	<b>Reports to:</b>	The primary reporting line is to the CEO.
<b>Location:</b>	South Australia	<b>No. Direct Reports:</b>	N/A
<b>Employment Type:</b>	Fixed Term	<b>FTE:</b>	1.0

South Australian Aboriginal communities have a proud history of challenging the harmful impacts of the invasion and colonisation of Aboriginal land and standing strong in the face of continued disruptions to Aboriginal ways of being, doing, and knowing. In the context of many long and hope-inspired stories of survival, South Australian Aboriginal peoples advocating for the rights of Aboriginal children and families continues in 2024 and beyond, through the establishment of Wakwakurna Kanyini, a community controlled peak body for South Australian Aboriginal Children and Families.

South Australian Aboriginal community stakeholders and organisations have been calling for a peak body for Aboriginal children and families in South Australia for many decades. The establishment of Wakwakurna Kanyini builds on this extensive history of community-led advocacy. Wakwakurna Kanyini will agitate and advocate for change at the highest level, whilst at all times ensuring close connection to the needs and aspirations of grassroots Aboriginal communities in South Australia. Wakwakurna Kanyini will be a voice for children, and will speak truth to power, working to address injustice, drive systemic reform, and contribute to a better future for Aboriginal children and families in South Australia.

Accordingly, the purpose of Wakwakurna Kanyini, as agreed by South Australian Aboriginal stakeholders, and affirmed by the Establishment Steering Committee is:

*‘To be the leading community voice for our children in South Australia, guiding with cultural authority, upholding our rights to ensure that they grow up strong, with purpose and identity, in our families and connected to our community, culture, spirituality and Country’*

Wakwakurna Kanyini will play a key role in the following areas:

- **Community and sector voice:** Wakwakurna Kanyini engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects.
- **Research, policy and leadership:** Wakwakurna Kanyini seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice.
- **Sector development:** Wakwakurna Kanyini works with and supports the sector to enhance the quality, access, and sustainability of services.

<b>Business Unit:</b>	Wakwakurna Kanyini is the peak body for South Australian Aboriginal Children and Families. We aim to advocate on the rights of Aboriginal children and families, in the development of policy and research, to drive reform from direct engagement with the South Australian government. To ensure a safer and better future for Aboriginal children and families in South Australia.	
<b>Position Summary:</b>	Wakwakurna Kanyini's Executive Assistant / Administrative Officer is responsible for the smooth operation of the CEO office and as relevant, support to members of the Wakwakurna Kanyini Leadership team. This position provides high-level executive support for the day-to-day office management, reception duties and assist in establishing administrative processes. Co-ordinating travel needs, liaise with travel agents and stakeholders to co-ordinate resource responses as required. This position sits within the Social and Community Services (SACS) stream of the SCHADS Award, supporting community advocacy, sector engagement, and organisational governance.	
<b>Position Characteristics:</b>	<b>Scope:</b>	The Executive Assistant / Administrative Officer reports to the CEO. Consistent with SCHADS Level 3, this role works under general direction, manages its own workload, exercises sound judgement within defined procedures, and resolves moderately complex administrative issues We are seeking a highly motivated and energetic Executive Assistant / Administrative Officer to join our team.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• CEO</li> <li>• Wakwakurna Kanyini Board and Council</li> <li>• Wakwakurna Kanyini Staff</li> <li>• Suppliers</li> </ul>
	<b>Special Conditions:</b>	As the role is intended to support culturally grounded governance, administration, and community engagement, this is a position that is identified for Australian Aboriginal Peoples with demonstrated connection to community.
	<b>Delegations:</b>	In accordance with Wakwakurna Kanyini's Board/CEO delegations and quality requirements, policies, and procedures.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Performing 'front of office' support functions, including meeting room set up, greeting visitors and receiving and responding to phone calls, emails and general correspondence.</li> <li>• Maintain the diary of the CEO, including negotiating with staff in regard to scheduling meetings.</li> <li>• Monitor and track incoming correspondence are triaged and actioned accordingly for the CEO and as relevant members of the Leadership team.</li> <li>• Provide an effective and efficient administrative support service including word-processing, spreadsheet applications and preparing draft responses to routine correspondence.</li> <li>• Coordinate and support board member travel arrangements.</li> <li>• Provide administrative support for the Board under the direction of the CEO.</li> <li>• Assist in organisation of venue and catering for events.</li> <li>• Provide administrative and logistical secretariat support (e.g., agenda preparation, minute-taking, meeting coordination) under the direction of the CEO.</li> <li>• Contribute to the overall functioning of Wakwakurna Kanyini as an organisation through activities that support the work undertaken for Wakwakurna Kanyini and working collaboratively with other staff on related projects, including collaborating on research and writing for the development of resources and project proposals.</li> </ul>

<ul style="list-style-type: none"> <li>• The Executive Assistant / Administrative Officer will be proactive, approachable, helpful and professional in performing each of the above functions.</li> <li>• Other duties as directed.</li> </ul>
<p><b>Safety and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.</li> <li>• Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> <li>• Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.</li> <li>• Identify and seek appropriate resources to support staff health and wellbeing.</li> </ul>
<p><b>Quality and Compliance</b></p> <ul style="list-style-type: none"> <li>• Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.</li> <li>• Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.</li> <li>• Actively participate in internal and external audits with responsibility for compliance.</li> </ul>
<p><b>Common duties shared with other Wakwakurna Kanyini staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to Wakwakurna Kanyini internal planning processes including staff meetings, and review of Wakwakurna Kanyini strategic and operational plans.</li> <li>• Assist in the evaluation of projects, activities, and functions of Wakwakurna Kanyini.</li> </ul>

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate high-level administration and organisational skills, including travel and diary management</li> <li>• Experience in managing confidential information and demonstrate helpful and professional conduct in performing each of the above functions.</li> <li>• Proficient in Office 365 and the full suite of applications including word, excel, power point, outlook, teams, and various web-based platforms.</li> <li>• Highly developed interpersonal and communication skills</li> <li>• Excellent time management skills</li> <li>• Attention to detail</li> <li>• The ability to be responsive and work collaboratively in a dynamic workplace, to manage competing demands and to seek and offer support as required.</li> </ul>
	<b>Qualifications &amp; Requirements</b>	<ul style="list-style-type: none"> <li>• Qualification or previous experience in office or business administrative role or similar</li> <li>• Employee Working with Children Check (WWCC)</li> <li>• Current police check (no older than six months)</li> <li>• Current Driver's License</li> </ul>

<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors, and visitors.</li> <li>• Comply with Wakwakurna Kanyini WHS policies and procedures to participate in the achievement of a safe working culture.</li> </ul>
--	---

	<ul style="list-style-type: none"> <li>Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction, and coaching.</li> </ul>
<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.
<b>Acknowledgement of Incumbent</b>	<p>I have read and understood the requirements of the position</p> <p><b>Name: <i>(please print)</i></b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>