



OFFICE MANAGER POSITION DESCRIPTION

PROFILE

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| Organisation: | Sydney Coastal Councils Group Incorporated (SCCG). The position is within the SCCG Secretariat. |
| Position Title: | Office Manager. |
| Responsible to: | Executive Director. |
| Tenure: | A part-time fixed term contract for two years at 3 days per week. Additional days may become available. |
| Location: | The SCCG works remotely except for a weekly team day at UNSW Water Research Laboratory at Manly Vale. |
| Travel: | The Office Manager is required to attend meetings, seminars and the like at external venues from time to time. |

EMPLOYMENT CONDITIONS

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| Salary: | As stipulated in the Contract of Employment. |
| Superannuation: | In accordance with the Superannuation Guarantee Legislation. |
| Payment of Wages: | Paid fortnightly by direct bank credit. |
| Hours of Work: | 38 hours per week – pro rata 22.8 hours per week. |
| Award: | Local Government Industry Award 2010. |
| WHS & EEO: | All employees must adhere to the Rules, Regulations and Policies of the SCCG and any host organization relating to both Work Health and Safety, and Equal Opportunity Employment. |

POSITION SUMMARY

Primary Purpose

To assist in developing and maintaining administrative systems and for providing efficient secretarial support to the SCCG Secretariat.

Position Summary

The Office Manager plays a central role in ensuring the smooth, efficient and professional operation of the SCCG Secretariat. The position is responsible for office administration, database and systems management, finance support, website maintenance, communications preparation, meeting and event logistics, and high-quality customer service to member councils and stakeholders.

The role also contributes to SCCG's organisational modernisation by applying AI-enabled tools to streamline workflows, improve data management, enhance reporting, and strengthen communications and stakeholder engagement.

The Office Manager supports project-related tasks, including desk-top research, coordination and dissemination of information, and preparation of accessible materials on coastal and estuarine management issues. The role also assists with media and communications content, website updates, and submissions to Government, helping to extend SCCG's advocacy reach and visibility.

The position requires a highly skilled administrative professional who is proactive, organised and adaptable and thrives in a small, high-performing team and is committed to continuous improvement, innovation and service excellence.

KEY ACCOUNTABILITIES

A. Office Administration & Secretariat Support

- Manage day-to-day office operations, records and correspondence.
- Provide administrative support to the Executive Officer and Secretariat staff.
- Prepare agendas, minutes, briefing papers and meeting packs.
- Coordinate logistics for meetings, workshops, events and Board/Committee sessions.
- Maintain accurate records, registers and filing systems.

B. Database, Systems & AI-Enabled Process Improvement

- Maintain and improve SCCG's databases, digital systems and document management.
- Use AI tools to streamline administrative workflows, automate routine tasks, support data analysis and reporting, and enhance communications.
- Identify opportunities to modernise systems and processes and improve organisational efficiency.

C. Finance & Governance Support

- Assist with accounts payable/receivable, purchase orders and financial tracking.
- Support budget monitoring and reporting.
- Ensure compliance with SCCG policies, procedures and governance requirements.

D. Communications, Media & Advocacy Support

- Draft and prepare communications, newsletters, website content and social media posts.
- Assist in developing accessible materials on coastal and estuarine issues.
- Support preparation of submissions to Government and advocacy materials.
- Use AI-supported tools to improve clarity, reach and consistency of communications.
- Maintain SCCG's website and digital presence.

F. Customer Service & Stakeholder Engagement

- Provide timely, professional support to member councils, partners and the public.
- Maintain strong relationships with internal and external stakeholders.
- Respond to enquiries and direct information appropriately.

Additional Information

- Flexible working arrangements are available.
- The role is subject to probation and performance review.