



ADMINISTRATION OFFICER, POSITION DESCRIPTION

Position Title	Administration Officer
Team, Portfolio	Office of the Executive
Reports to	Director, Office of the Executive
Location	This position is office-based at Level 4, East Building, 2 Constitution Avenue, Canberra City ACT 2601. Travel to other parts of Australia may be required from time to time.
Positions that report to this role	0
Pre-employment requirements	Working with Vulnerable People Clearance and Police Check

THE ORGANISATION

The Coalition of Peaks is a representative body of more than 80 Aboriginal and Torres Strait Islander community controlled peak organisations and members who have come together to Close the Gap, in partnership with Australian governments.

We share a belief that Aboriginal and Torres Strait Islander people should have a meaningful say on policies and programs related to Closing the Gap through formal partnerships with Australian governments at all levels.

The Peaks Policy and Secretariat Team supports the work of the Coalition of Peaks, providing high level and comprehensive policy and strategic advice to Peaks Members, to support the implementation and monitoring of actions in the Partnership Agreement and National Agreement on Closing the Gap.

The Office of the Executive is responsible for managing and supporting the corporate and executive functions of the Secretariat, including finances, coordination of office and business activities, supporting the Peaks Members to come together for meetings, and being the professional face for the Secretariat.

THE ROLE

The Administration Officer will provide administrative support across the Coalition of Peaks Secretariat with a focus on supporting the Office of the Executive and the First Nations Economic Partnership teams. The role requires strong administrative, communication and organisational skills and a capacity to learn quickly.

KEY DUTIES

Under broad supervision, the Administration Officer undertakes duties that include:

- Acting as a first point of contact for the Secretariat via phone, email and in person.
- Coordinating, scheduling and providing logistical support for internal and external Coalition of Peaks meetings including venue arrangements, video conference bookings, catering, attendance tracking and audio-visual support.
- Scheduling, coordinating and booking travel and accommodation for Coalition of Peaks staff, members and other stakeholders.
- Providing secretariat support for meetings including working with meeting leads to prepare agendas, meeting papers, minutes, correspondence and other meeting documentation.
- Updating and maintaining Coalition of Peaks registers, records and other documentation in line with internal policies and procedures.
- Supporting with finance and procurement administration tasks such as reviewing receipts and invoices, processing travel allowance, maintaining accurate and up to date records and reconciling payments.
- Working closely with the Office of the Executive to support corporate activities across the Coalition of Peaks Secretariat including internal and external communications, recruitment, information technology, finance and procurement.
- Developing and implementing processes and practices to improve workflows across the organisations.
- Supporting the positive cohesion, management and motivation of the Policy and Secretariat Team.
- Other administrative duties as required.

EXPECTED BEHAVIOURS

- A commitment to Aboriginal and Torres Strait Islander peoples being self-determining and capacity to work effectively with them and their organisations.
- Supporting the positive cohesion of the Policy and Secretariat Team.
- Demonstrating leadership through their own behaviour, and their expectations of others behaviour, to maintain our high standard of service delivery for Aboriginal and Torres Strait Islander peoples.
- Complying with all organisational policies and procedures, and work, health and safety requirements.
- Demonstrated high level of integrity, judgement and discretion.

SELECTION CRITERIA

- A minimum of 1 year experience in an administration role.
- Highly developed cultural competency, including:
 - an understanding of the issues affecting Aboriginal and Torres Strait Islander Peoples and communities.
 - demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.

- Demonstrated ability to show initiative, take ownership of tasks, identify solutions to challenges, and work independently.
- Ability to communicate professionally, appropriately and effectively with a range of internal and external stakeholders.
- Demonstrated ability to appropriately plan, prioritise and manage multiple tasks to required standards and timeframes.
- Experience with office management software including MS Office (MS Excel, MS Word and Outlook in particular).
- Proven ability to work effectively in a team.
- Ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Experience working in a not-for-profit organisation (highly desirable).

As an Aboriginal and Torres Strait Islander Community Controlled Organisation, the Coalition of Peaks is committed to growing and supporting the Aboriginal and Torres Strait Islander workforce in our sector. We strongly encourage any Aboriginal and Torres Strait Islander people to apply for these roles, regardless of your previous experience. The Coalition of Peaks values Aboriginal and Torres Strait Islander ways of being, doing and knowing as core skills to fulfill the duties and responsibilities of all positions in our organisation.