



Program & Administration Officer Position Description

Position Overview

The Program & Administration Officer is responsible for providing administrative support to the Academy's Fellowship, International and Award programs, co-ordinating the Academy's governance and reporting requirements and providing general operational support to the National Office.

Position Information

Reports to:	Manager - Fellowship, International and Awards
Classification:	Academy Officer 5/6, depending on qualifications and experience \$74,782 - \$87,863 pa plus 17% super (pro rata for part time)
Tenure:	Continuing
Work hours:	Part Time, Full-time or Job-Share
Travel:	Some day and overnight interstate travel required
Reviewed:	March 2022

Conditions include:

- 35-hour standard working week (pro rata for part-time)
- 17% superannuation with access to the UniSuper Defined Benefit Division and option to take all or part of additional super (above the 10% Super Guarantee) as base salary.
- Generous leave conditions including paid parental leave, additional paid leave in the Christmas-New Year shutdown, paid domestic and family violence leave and additional personal leave accrual after three-years' service
- Flexible working arrangements including purchased leave options (2 or 4 weeks p.a.) and the ability to work some days from home if needed
- Annual salary increments plus performance-based salary steps where available within the Academy classifications
- Salary packaging options
- Employee Assistance Program
- Formalised professional development plans and training opportunities

Duties

1. Provide support to the Academy's Fellowship, International & Awards Programs:

- Assist with the administration of the Academy's awards and international grant programs
- Assist with the administration of the Academy's annual Fellow election process
- Respond to general enquiries from Fellows and members of the public
- Maintain up-to-date records of Fellows, nominees, and other stakeholders (using the Academy's Salesforce database)
- Assist with the induction of New Fellows to the Academy

2. Governance and reporting

- Provide support to the Academy's committees including arranging meetings and travel, monitoring committee members' terms of service and co-ordinating nominations from Fellows

- Take minutes at the Academy AGM and Executive Committee meetings
- Maintain a compliance register for bi-annual reporting to the Executive Committee
- Maintain a contract register for internal and Executive Committee purposes

3. National Office Operations

- Monitor the Academy's Info and Fellowship inboxes, respond to internal and external enquiries and correspondence and refer or escalate matters as appropriate
- Coordinate the purchase and maintenance of office furniture, stationery, consumables and equipment
- Maintain a register of contractors and suppliers across all areas of Academy operations
- Co-ordinate the Academy's regular staff meetings
- Co-ordinate petty-cash and credit card reconciliation

4. Other duties

- Contribute relevant material to the Academy's newsletters, website, podcasts and social media channels;
- Perform other duties as required.

Selection Criteria

Required skills and experience:

1. Demonstrated experience in providing high-quality administration and business support.
2. Demonstrated experience and proficiency in the MS Office Suite.
3. Excellent written and verbal communication skills with a proven ability to develop and maintain effective relationships with a diverse range of internal and external stakeholders
4. Ability to work independently in a dynamic and fast-paced environment, managing multiple and competing tasks with tight deadlines and changing priorities.

Desirable qualifications and experience:

5. A degree or qualifications in a relevant field

Application process

The position description and selection criteria, along with instructions for applicants are available at: www.socialsciences.org.au/careers

To apply for this role please submit your application by email to michelle.bruce@socialsciences.org.au by **Friday 25 March, 2022**.

Applications should include a cover letter (1 page), a written response to the selection criteria (2 pages max), a CV with details for at least two referees, and your preferred working days/hours.

To discuss your interest in the role please feel free to contact Michelle Bruce, the Academy's Manager, Fellowship, International and Awards by email (michelle.bruce@socialsciences.org.au) or phone (02 6103 9940).

The Academy of the Social Sciences in Australia is an equal-opportunity employer. It welcomes and encourages applications from Aboriginal or Torres Strait Islander people, LGBTQIA people, people living with disability and those from culturally and linguistically diverse groups.