



## Events and Administration Officer

### Position Description, Duty Statement and Selection Criteria

#### Position Overview

The Events and Administration Coordinator is responsible for supporting Academy's program of lectures, workshops and other events around the country, as well as for supporting the CEO and other Academy staff in the administration of the Academy's programs.

#### Position Information

<b>Reports to:</b>	Events Manager; responsive to the CEO and other staff.
<b>Responsible for:</b>	Nil
<b>Classification:</b>	Academy Officer 5, \$79,329 - \$86,539, plus 17% superannuation
<b>Tenure:</b>	Continuing, following satisfactory completion of 6-month probation period
<b>Work hours:</b>	Part-time, 21 hours per week
<b>Travel:</b>	Some day and overnight interstate travel may be required
<b>Reviewed:</b>	December, 2023

Work environment and benefits:

- This role offers flexibility with the opportunity to work from home one day (7 hours) per week to support a healthy work-life balance. Our preference is for the hours to be worked across multiple days, suiting an individual with study or school hour preferences.
- The standard working week is 35 hours (21 hours per week for this position)
- Enjoy additional paid leave between Christmas and New Year, providing an extended break during the holiday season.
- Access a comprehensive benefits package including 17% superannuation and option to convert additional superannuation above the Super Guarantee into base salary.
- Benefit from generous entitlements, such as 6-months paid parental leave for primary carers, 10-days paid domestic violence leave and double personal leave accrual after three-years' service.
- Take advantage of flexible working arrangements, including purchased leave options (2 or 4 weeks per annum).
- Benefit from annual salary increments plus performance-based salary steps where available within the Academy classifications.
- Training opportunities for professional development and career growth.

#### Key Duties

##### 1. Provide support for Academy events and meetings

Assist in organising and facilitating Academy events and meetings by collaborating with event organisers, Academy Fellows and colleagues to ensure smooth execution, including:

- Consulting and coordinating with event organisers and committees to ensure seamless delivery of events.
- Assist with logistics coordination, such as booking venues, organising catering, managing travel arrangements and printing name tags.
- Support the development and production of event materials (printed and digital).

## **2. Assist in implementing and managing events management tools**

- Receive training in online event tools and assist in setting up registration pages and managing RSVPs.

## **3. Provide administrative support across the Academy programs**

With guidance from the Events Manager and Director of Communications and Academy staff, undertake administrative duties including:

- Coordinate meeting times and travel for Academy staff and Executive Committee members
- Take minutes from committee and Executive meetings and maintain action registers (training and templates will be provided, aided by an AI tool).
- Manage office supplies, ensuring timely ordering and restocking of essentials such as toilet paper, milk, stationary etc. to facilitate smooth office management.
- Liaise with Academy suppliers (building, utilities, IT, consumables etc)
- maintain up-to-date records on contacts and stakeholders using the Academy's Salesforce database (training will be provided)
- Maintain a catalogue of Academy publications and assist with website updates as required (Wordpress training will be provided).
- Monitor the Academy's Info and Events inboxes, respond to internal and external enquiries and correspondence and refer or escalate matters as appropriate.
- Maintain a register of contractors and suppliers across all areas of Academy operations.

## **4. Other duties**

- Support the Academy's CEO with travel and diary management.
- Perform other duties as required.

## **Selection Criteria**

*Required skills and experience:*

1. Demonstrated ability to organise and assist with executing events and functions across various projects.
2. Strong written and verbal communication skills, with an ability to interact positively and cooperatively with diverse stakeholders.

*Desirable qualifications and experience:*

3. Qualifications or certifications in relevant field would be beneficial, although equivalent experience gained through parenting, study or relevant life experiences will also be considered.
4. Experience in administrative roles or supporting events would be advantageous.

Note that applicants must have permission to work in Australia and be willing to undergo a National Police Check for purposes of obtaining a Parliamentary Pass.

## **Application process**

To apply for this role please submit your application by email to [anna.dennis@socialsciences.org.au](mailto:anna.dennis@socialsciences.org.au) by **Sunday 14 January 2024**. We will be reviewing applications as they are received.

Applications should include a cover letter of up to two pages outlining skills and experience relevant to the selection criteria, as well as a CV with details for at least two referees.

To discuss your interest in the role please feel free to contact the Academy's Events Manager by email ([anna.dennis@socialsciences.org.au](mailto:anna.dennis@socialsciences.org.au)) or phone during business hours (03 7043 7390) before 22 December 2023 or from 4 January 2024.