



Office Manager - Recognise

Applications Close 24 February 2017



Thank you

for your interest in the Office Manager position with the RECOGNISE Campaign.

This pack contains the information you will need to complete and submit your application by the 24 February 2017 closing date.

Who we are

RECOGNISE is the movement to recognise Aboriginal and Torres Strait Islander peoples in the Australian Constitution and deal with racial discrimination in it.

Our role has a very specific focus. It is to raise awareness and build support for these principles ahead of a referendum being put to the Australian people.

Who we are looking for

We are looking for an experienced and enthusiastic Office Manager with great organisational skills. You will be highly motivated, able to work on your own and prioritise your work, but also enjoy contributing to a healthy team environment.

Reconciliation Australia is committed to improving employment opportunities for Aboriginal and Torres Strait Islander peoples and strongly encourages them to apply.

About the Campaign

The RECOGNISE movement was established in 2012 as a result of recommendations from the Expert Panel on Indigenous Recognition in the Australian Constitution relating to a need for greater levels of public awareness ahead of a referendum.

Reconciliation Australia was chosen by the Federal Government as the organisation to undertake this work. RECOGNISE is a part of Reconciliation Australia, and we are governed by the Board of Reconciliation Australia.

Further detailed information about the organisation and the campaign can be viewed at recognise.org.au

Position Details

Title: Office Manager	Group/Unit: RECOGNISE Campaign
Classification: RA 4	Location: Sydney

What will you be doing?

In this position you will support the Director of Operations in providing office management and administrative support to the RECOGNISE Campaign.

You will ensure the efficient governance and operation of the RECOGNISE Head Office and up to seven other satellite office locations - including WHS requirements, office set up and ongoing issues management, and the on-boarding and continuing support of staff.

Conditions of engagement

This position is a full-time, fixed-term contract up to 30 June 2017 (with a possibility of extension). A starting salary of \$70,000 pa plus superannuation will be offered to the successful applicant. RECOGNISE is very happy to explore the option of secondments.

Please note: RA is not classified as a Public Benevolent Institution and is therefore unable to offer taxation benefits currently available under those arrangements.

To be eligible for employment with RA, successful applicants will be required to undergo a suitability assessment and provide 100 points of identification prior to commencing employment. If you require further information in relation to what this process involves, please contact the Senior HR Advisor on the number provided below.

How to apply

We invite you to submit your application by completing the application cover sheet included in this pack and providing a summary of your skills and abilities (maximum of 1000 words) against the requirements of the position. You will find included in this pack a detailed Job Description that outlines the duties of the position and the competencies required to competently fulfil the role. While you are not required to address these competencies directly, you should consider them when preparing your summary. You are also asked to attach a current resume.

How to contact us

For further information about this position, please contact Claire Toepfer on (02) 8204 1500.

Applications close: 6.00pm 24 February 2017.

Please send applications to:
Jobs@Reconciliation.org.au

Reconciliation Australia Application Cover Sheet

Position Details

Position Title:	Office Manager
Classification:	RA 4

Personal Details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: Please Specify		
Surname:		Given Names:
Email:		
Postal Address:		
Suburb:	State:	Postcode:
Telephone:		Mobile:

Do you wish to identify as being of Aboriginal and/or Torres Strait Islander Origin?

Do you wish to identify as a person from a culturally and linguistically diverse background?

Do you wish to identify as a person having a disability?

If you have a disability, please specify any adjustments you require should you be successful for interview.

Referee 1:

Name:
Title:
Working Relationship:
Length of Relationship:
Contact Details:
Phone:
Email:

Referee 2:

Name:
Title:
Working Relationship:
Length of Relationship:
Contact Details:
Phone:
Email:

How did you hear about this vacancy?

Have you attached your Resume?

Job Description

Job Title	Office Manager
Reporting to	Director of Operations
Classification Level	RA 4
Date	January 2017

Role and Duties:

The position will assist the Director of Operations in overseeing and ensuring the efficient governance and operation of the RECOGNISE office, work systems, staff and administration.

1. Ensure the efficient operation of the RECOGNISE Head Office and other satellite office locations, including WHS requirements, office set up and ongoing issues management.
2. Coordinate staff inductions and ensure new staff are supported
3. Assist with coordination of staff development workshops
4. Assist with the coordination of professional development of staff
5. Coordinate and monitor service providers including IT contractor
6. Liaise with employees, external relationships and suppliers
7. Manage merchandise production process, stock levels and the online store process.
8. Assist in the coordination of Board and Sub-Committee papers.
9. Assist in ensuring the health and resilience of staff
10. Assist in ensuring value for money is achieved across operational campaign expenditure.
11. Carry out all allocated tasks in a manner that demonstrates support for the aims of the RECOGNISE campaign.
12. Undertake other tasks and roles as directed by the Director of Operations.

Competencies

Aptitude and Experience

- Experience in a similar administrative or office management type role
- Proven ability to work autonomously and take responsibility
- Demonstrated ability to be flexible and responsive to changing needs
- Tertiary qualifications in a relevant discipline. (Desirable)

Working Relationships

- Proven ability to engage, influence and collaborate with a range of key stakeholders, internally and externally

Communication

- Excellent verbal and written communication skills

Understanding of Aboriginal and Torres Strait Islander Issues

- Understanding and awareness of Aboriginal and Torres Strait Islander peoples, cultures and issues.