

POSITION DESCRIPTION

POSITION	Office Junior
Reports to	CEO
Group	Administration
Level	1
Date revised	Nov 2021

This position description is a broad description of the accountabilities, duties and conduct of an employee of Brewarrina Local Aboriginal Land Council (LALC). The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Primary Purpose

To provide efficient administrative and general housekeeping support to the Brewarrina Aboriginal Land Council administrative and operational functions.

Brewarrina Local Aboriginal Land Council Values

Land Council's vision is to empower Aboriginal people in NSW through economic and social independence these foundations guide the decisions, actions and conduct of all employees

Accountabilities

- To develop own administrative skills and capabilities to support the Administration Team and various other Department staff.
- Support Team with daily coordination of appointments and meeting schedules.
- General photocopying, faxing, binding and filing of company documents
- Support with incoming and outgoing communications including the ability to take detailed, accurate messages.
- Assistance with updating various company register information
- Ad-hoc secretarial duties as and when required
- General office upkeep including cleaning and housekeeping for functions, events, program activities and day to day operations.

Core Responsibilities

- Undertake daily admin functions and cleaning duties to support business operations
- Support with various office activities and operations as directed by CEO and Team leader
- Assistance with upkeep of company records, registers and databases.
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and

BREWARRINA ABORIGINAL LAND COUNCIL

being accountable for own decisions, actions and conduct that aligns with Brewarrina Land Council values and the code of conduct.

- Ensure a safe working environment by taking accountability for own actions and complying with all Brewarrina Local Aboriginal Land Council's WHS policies and procedures.
- The employee is required to undertake any other duties, projects or tasks as directed by the CEO and or delegated person, which are within their skills, competence and training.
- The employee is to comply with the organisations policies and procedures (as varied from time to time) and undertake training and development.

Essential Criteria

1. No experience required, although previous office /cleaning experience is favourable
2. Confident with Computers and Microsoft Office package
3. Polite and courteous telephone manner
4. Good written and verbal communications
5. Physically fit and able to perform cleaning and administrative requirements of the position.
6. Ability to work productively as a member of a team and contribute to team goals.

Desirable Criteria

1. Experience working in an office environment
2. Class C drivers licence

Position Capabilities

CAPABILITY	CAPABILITY DESCRIPTION	LEVEL
Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience	FOUNDATIONAL
Relationships	Be respectful, inclusive and collaborative in engaging with others	FOUNDATIONAL
Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes	FOUNDATIONAL
Resources	Be efficient, effective and compliant in the management and use of company resources and assets.	FOUNDATIONAL

Date agreed:

Employee Name:

Employee Signature
