

## POSITION DESCRIPTION

<b>POSITION</b>	Administration Team Leader
<b>Reports to</b>	CEO
<b>Group</b>	Administration
<b>Level</b>	2
<b>Date revised</b>	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 operational business support and management of Brewarrina Aboriginal Land Council office administrative, financial and governance 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 provide administrative support to the CEO in all areas of Brewarrina Local Aboriginal Land Council Operations
- Support CEO with the Management of daily appointments and meeting schedules.
- Prepare, coordinate and review communications and written information in the form of reports, briefs, emails and correspondence, to respond to issues and enquiries.
- Support CEO research, collate and coordinate reports, and briefings on various operational matters to support informed decision making and planning.
- Maintain relevant records and databases to ensure all information is accurately and correctly stored and accessible.
- General upkeep of policy registers, and prep policy documents for review.
- Coordinate BRELALC communications including social media footprint and webpage to ensure content is kept relevant and up to date.
- Supervise Admin staff and the management of office service and supply levels (ie staff rosters, cleaning duties and supplies).
- Co-ordination of general insurance claims to ensure appropriate and timely handling of relevant documentation

**Core Responsibilities**

- Undertake daily management of a small office and all related admin functions (including but not not limited to; purchasing, incoming and outgoing calls and correspondences, document preparations, events management, coordination of office activities and operations as directed by CEO
- Provide guidance and support to administrative team.
- Assist with preparation and acquittal of government grant applications
- Support bookkeeping operations and perform cashbook recording as required.
- Submit timely reports and prepare presentations / proposals as assigned
- Implement, maintain and update office systems as required
- Contribute to the performance of the Brewarrina Local Aboriginal Land Council, by leading by example in your field of expertise, adopting professional behaviours and 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. Qualifications and or related experience in business, bookkeeping or office administration
2. Demonstrated experience with Microsoft office suite in daily activities to produce high-quality work, including presentations, reports, graphs, tables, calendar management with strong attention to the detail.
3. Proven ability to work productively as a member of a team and contribute to team goals.
4. Well-developed interpersonal and communication skills both (written and oral)
5. Current C driver's licence

**Desirable Criteria**

1. 2 years experience in a professional office environment

**Position Capabilities**

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

Date agreed:

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Employee Name:

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Employee Signature

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