

Position Description

POSITION TITLE:	Office Manager
ORGANISATION:	Kaiela Institute
RESPONSIBLE TO:	Executive Chairperson or Delegate
LOCATION:	Shepparton

Context

The Kaiela Institute (KI) is a First Nations think-tank on Yorta Yorta country in the Goulburn Murray. Based in Shepparton, KI is driving systemic change through the innovative Goulburn Murray Regional Prosperity and Productivity Plan. The KI office is small, but very busy. The environment is complex, challenging and fast-moving. We work with and across multiple layers of stakeholders including First Nations organisations and community, three tiers of Government, regional institutions and representative bodies, regional industry and community organisations. This role is an opportunity to be part of a dynamic team making positive changes for the community.

Position outline

The position is responsible for enabling and providing administrative, project, and operational support to the Executive Chairperson and Kaiela Institute Team, including undertaking day-to-day office management activities.

The role will provide secretariat support for executive boards and committees and prepare correspondence on behalf of the Kaiela Institute's leadership, including managing the office's filing system and ensuring confidentiality. The position is responsible for the smooth operation of the office environment, including undertaking activities to support internal finance, Human Resources and IT functions.

Duties and responsibilities

This position is responsible for the following:

- Provide administrative support to the KI executive, including monitoring and managing diaries, calendars, emails, phone calls and voice mail, and task prioritisation.
- Assist with managing partners, key networks and stakeholders, including their involvement in key engagement events, activities and forums.
- Attend meetings and provide secretariat services to the board and sub-committees, including development, coordination and distribution of minutes and agenda.
- Act as a liaison and maintain regular and structured communication with the Kaiela Institute team.

- Assist in the preparation and compilation of correspondence, meeting documents and presentations.
- Coordinate and manage travel arrangements for executive and staff members.
- Support financial management activities including lease agreements, funding contracts and acquittals and purchasing.
- Coordinate HR matters through KI's HR Service, Peninsula.
- Managing IT contractor and administering the IT system.
- Maintain and coordinate the office environment and functions, including the day-to-day running of the building, office and administration supplies, maintenance issues and OH&S.
- Develop and maintain administrative and record keeping systems.
- Organise and coordinate social and team building events and activities designed to nurture positive staff morale, team connectedness and office culture.
- Provide event coordination support to the Kaiela Institute team including liaising with the University of Melbourne to coordinate the Dungala Kaiela Oration.
- Other duties as required.

Key skills and personal attributes required

Ability to:

- Engage, liaise and maintain strong working relationships with key internal and external stakeholders.
- Engage and work collaboratively with others to achieve common goals.
- Manage competing priorities and deliver on outcomes within agreed timeframes.
- Communicate clearly and succinctly with a diverse range of internal and external stakeholders
- Analyse issues, prioritise and conduct problem-solving.
- Work in and adapt to a diverse and changing environment.
- Work proficiently with common IT, spreadsheet and database systems.
- Experience in event management and delivery.
- Foster and create a culturally safe workplace.

Knowledge required

Knowledge and understanding of:

- Issues facing First Nations people in the Goulburn-Murray region.
- MS Office products, including Word, PowerPoint, and Excel.

Qualifications or Experience required

Essential

- Relevant tertiary qualifications or professional experience, for example Administration, Secretary or Clerk.
- Experience in providing administrative and operational support to executive staff.
- Experience in providing secretariat services to boards and sub-committees.

Highly Desirable

- Experience working in First Nation communities.
- Experience in liaising with and managing relationships with communities, government and industry.

Working conditions

- A full and current driver's license valid for driving in Victoria is essential.
- Must possess a current Working with Children Check.
- Out of business hours work may be required.
- Overnight stays and interstate travel may be required.

Position description created and endorsed: 13/01/2025