[Click here to enter a Date]

Regional Administration Support Officer

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| Employer | **Insert: regional Landcare Body or Host organisation Title.** |
| Location | **Insert:** brief explanation about the location of the area and relevant region. |
| Classification/Tenure | Part-time position working a minimum of 17.5 hours per week, contracted. |
| Remuneration | Commensurate with experience, starting at $78,000 package (incl. Super) per annum, pro rata.A&C Grade 4 - Top of Band (Yr 4). |
| Organisation Profile | **Insert:** profile of host organisation, brief history and brief strategic objectives for this region. |
| Position/Role Objectives | **Insert Position Objective – similar to below:**The Regional Administration Support Officer (RSO) is responsible for enabling the Regional Body’s progression towards self-sufficiency.The RSO will administer and coordinate the host organisation and/or Regional body, also assisting with general HR and payroll as required.Regional Administration Support Officers will work with the Regional Coordinators, Local Landcare Coordinators, Project Managers, Landcare Groups and organisations of their area to support and empower them to achieve the goals and to deliver on the target outcomes of the LP3 - NSW Landcare Program. Supported by, and working directly with the Regional Coordinator/s, Board and Chairs, the Regional Administration Support Officers will directly interact with Landcare and agencies at the local district and network scale, in addition to local partners and Government bodies. They will focus on administration, processes and streamlining of systems to create a smooth and efficient office to help to deliver against the target outcomes of the LP3 - NSW Landcare Program.Regional Administration Support Officers will be expected to collaborate with a range of Landcare support mechanisms including other Local Coordinators, Regional Administration Support Officers, Landcare Committees, Local Government and Local Land Services. This will include but not limited to, assistance with policy database and implementation, insurance and membership admin for the regional organisation. The RSO is the main interface between the Regional body and the Shared Services Hub to support local groups and networks.Where the officer is part time, additional hours for project management may be undertaken by the same person where these hours are funded by the project/s or other partners.**Key Deliverables of a Regional Administration Support Officer:** * support the operations and administration relating to the day to day running of the Regional body and may include payroll
* conducts the business of the organisation in accordance with the policies of the Regional body Board and established procedures, the various legal agreements and statutory requirements including ACNC or NSW Fair Trading
* regularly informing the Regional body and ensure the organisation can meet its governance obligations
* provide a relevant interface between the regional body and/or host organisation and any staff
* regular communication with the community and members and volunteers which may include newsletters and social media
* recruitment, including advertising and managing the recruitment process
* create timelines and outcomes for the Landcare projects and requirements
* secretarial duties in conjunction with input from the Regional body Secretary
* financial duties in conjunction with input from the Regional body Treasurer
* engage with various stakeholders – Build and maintain relationships with partners and funding bodies
* assistance in Grant writing and submissions
* administration assistance with the Indigenous Engagement Officers to ensure the components of the Indigenous programs/projects are incorporated into the working groups of the Region.
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| Reporting/Supervision arrangements | Position may report to the Regional body Chair, Regional body Board/Committee; or the Regional Landcare Coordinator upon agreement from the Regional body Chair. |
| Links to existing programs | The successful applicant will be working across the region within a broader Landcare network, with support available. The Regional Administration Support Officer will work closely with other Landcare Group staff and Board members, along with a broader network of Local Landcare Coordinators, the Regional Landcare Coordinator and other key stakeholders across (Insert Region) NSW and surrounding regions. |
| Competencies | **Essential skills:*** strong administration and office management skills e.g. proficient at Microsoft Office products
* finance experience i.e. payroll and budgeting
* strong time management and work efficiency skills
* strong Communication skills both oral and written
* a current driver’s licence.

**Highly desirable:*** proactive, with a community minded attitude
* excellent attention to detail
* ability to stay calm under pressure
* experience in grant writing for successful outcomes is desired
* excellent networking and stakeholder engagement skills
* a strong interest in, and commitment to, local environmental and agricultural land management issues
* flexible about their working hours over the period of employment.
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| Selection Criterion | **Please address each of the following criteria:**1. Demonstrated well developed written and oral communication skills, including competency in the use of Microsoft Office suite including Word, Excel, Outlook etc.
2. Proven expertise in office management and administration including HR and recruitment skills.
3. Demonstrated skills in time management, record keeping and report writing.
4. Proven ability to work with a range of stakeholders i.e. NGOs and Government .
5. Ability and willingness to work outside office hours from time to time, to contact landholders and attend community group meetings.
6. Ability to travel from time to time.
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| Additional Information | [Name of Host organization] is an equal opportunity employer, with employment under the organisation’s standard employment agreement or as negotiated.Attendance at meetings outside of normal work hours may be required.Travel around the region and infrequent travel and overnight stays may be required.You may be required to use your own vehicle for work purposes and provide us with copies of current Comprehensive or at least Third-Party Property insurance policies for your vehicle. Vehicle use will be reimbursed on a per kilometre basis.For further information about the position please contact – Relevant Contact for Recruitment. |
| To apply for the position | To apply, please provide the following:1. Brief covering letter, outlining why you seek this position (1 page).
2. Your current CV/resume (4 pages maximum).
3. Your claims against each of the selection criteria (4 pages maximum).
4. Contact details for 2 referees, which should include a current or recent employer or supervisor.
5. Applications to be emailed to relevant email address.
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| Closing Date | Applications must be received by **Insert: Date.** |