

# Position Description



<b>Role title:</b>	Executive Support Officer
<b>Hours:</b>	Part-time 2 days per week (15.2 hours per week)
<b>Location:</b>	Hobart
<b>EBA Level</b>	Level 2.1 (\$51,132, plus 9.5% superannuation and 17.5% leave loading)
<b>Term</b>	Fixed term contract employment commencing as soon as possible, for a period of six (6) months. Extension dependant on funding.
<b>Reporting to:</b>	Chair
<b>Date Approved:</b>	March 2016

The business of Environment Tasmania is conservation. We do this via our peak body role, our campaigns and our programs. We need someone who is keen to develop and support us in delivering these objectives. We need a problem solver, someone with excellent time management skills, and someone who will take full responsibility for their work.

Environment Tasmania is governed by a volunteer Board of Management, which takes an active role in the management of the organisation. Environment Tasmania staff are well supported by an Enterprise Bargaining Agreement and are offered excellent work conditions.

Environment Tasmania is strictly non-partisan.

Environment Tasmanian staff are required to operate in a manner consistent with our organisational policies. Applicants must have the right to work in Australia.

For the right candidate, there is potential for expansion of this position as determined by the initiative and the vision of the person undertaking this role.

We work hard, we have fun and we respect each other. We look forward to working with you.

## Duties:

- Undertake general administrative and clerical duties with a high degree of autonomy, under the general direction of the Chair of Environment Tasmania.
- Provide face to face and telephone reception service, and handling of general enquiries received by email.
- Assist with the development of a strong volunteer team.
- Provide support to Board of Management and Staff when required, including assisting the Chair with the monthly meetings.
- Assist with the organisation and delivery of an upcoming major event.

- Input, retrieve and update information using a variety of computer software packages including Nation Builder and Xero, and assist with basic website management.
- Monitor and maintain filing systems, office supplies and equipment, and organise equipment maintenance and repairs as required.
- Maintain member group records and assist in the organisation of member group meetings, including General and Annual General meetings.
- Actively participate in and contribute to the organisation's Quality & Safety, and Work Health & Safety processes.
- Other duties as directed.

**Selection Criteria:**

1. Proven administrative and organisational skills, a demonstrated capacity to work with flexibility and act independently within established guidelines, using initiative, discretion and sound judgement.
2. Demonstrated experience assisting with the delivery and co-ordination of events and meetings.
3. Excellent communication and interpersonal skills including the ability to liaise effectively with supporters, stakeholders and staff at all levels in a sensitive and confidential manner.
4. Demonstrated experience in the efficient and effective use of current office technologies (including MS Office or similar programs) and the ability to adapt to new technology and procedures as required. Experience with database and website maintenance, plus data entry in accounting packages will be viewed favourably.
5. Excellent written skills with the ability to prepare correspondence and documents, which are, clear, concise and accurate.
6. Proven ability to work as an individual and/or in a team, together with the ability to set priorities and work with minimal direction.
7. Knowledge or understanding of the not for profit sector and/or environmental sector and the workings of ENGO's.