



Position Description

Position Details

Position Title:	Project Officer / Executive Assistant
Position Type:	Part-time – flexible hours
Position Reports to:	General Manager
Primary Location:	Canberra

Purpose

Playgroup Australia (PA) is the national representative body for the Playgroup movement in Australia. We advocate and work in collaboration with government, non-government and community agencies in relation to policy, programs and activities that support and strengthen families and communities. Playgroup Australia funds state and territory organisations to deliver supported and community playgroups and play based events through several funding streams.

We support our member organisations in each state and territory through maintaining a national community playgroup approach to policy, promotion and profile, and ensuring national consistency in playgroup practice and outcomes models.

For the right candidate this role provides the opportunity to combine administrative support functions and project development functions.

The Executive Assistant function provides high-level executive and administrative support to the CEO, other senior staff and the Board.

The Project Officer function is a specialist role supporting the implementation of the ILC projects and other National programs. The person employed in the role/s will be required to work closely with the General Manager, State and Territory PlayConnect Program Coordinators, and CEO's and professionals from other community organisations. The Project Officer will be responsible for the day to day delivery of projects for Playgroup Australia, in partnership with state and territory organisations.

Key Relationships

External relationships:	State and territory organisations Community partners and stakeholders Suppliers and vendors
Internal relationships:	General Manager Chief Executive Officer

Key Responsibilities

Key Responsibilities for the Executive Assistant position include:

- Coordinate diary, email and travel management, prepare correspondence, documents and PowerPoint presentations for the CEO.
- Coordinate staff and Board members' travel arrangements.
- Provide administrative and logistical support to all aspects of corporate governance, including Board papers, contracts and governance requirements.
- Maintain files and register.
- Undertake general office and reception duties (e.g. ensure office supplies are replenished and staff are adequately supported in their day-to-day office needs, troubleshoot photocopier, office equipment etc).

- Other duties as directed by the Chief Executive Officer.

Key Responsibilities for the Project Officer position include:

- Liaise with other professionals and stakeholders from the community, health, education, government and non-government sectors to facilitate the implementation and delivery of project outcomes.
- In conjunction with the General Manager and working groups direct the development and implementation of the ILC and National projects.
- Collaborating with professional partners and stakeholders for specialist advice regarding the ILC Projects.
- Seeking, maintaining and disseminating up-to-date information about the Projects.
- Developing resources to support a specialised approach to the delivery of the Projects that are supportive of the needs of families and their children.
- Developing, in conjunction with Playgroup Australia's General Manager training/learning activities for Playgroup personnel.
- Informing Playgroup Australia's General Manager of specialist matters relevant to the effective and efficient delivery of the Project, including recommending approaches/strategies for achieving service improvements.
- Managing stakeholder expectations.
- Identifying and developing new project opportunities.
- Representing the organisation as required.
- Other duties as directed by the General Manager.

Qualifications and Experience

- Experience in office management and high-level executive support
- Competence in using Office 365 suite
- Experience working to deliver outcomes for children, families and people with disability
- A demonstrated ability and affinity to work within a multi-disciplinary team to achieve program objectives and organisational goals
- Relevant tertiary qualifications in related disciplines will be well regarded

Demonstrate Playgroup Australia Competencies (Selection Criteria)

Within the context of the role described above, the ideal employee will be someone who can demonstrate the following competencies and attributes:

Teamwork: Demonstrates a team orientation and spirit to build and maintain co-operative and productive relationships. Observes appropriate reporting structures.

Oral and written communication: Understood when communicating orally. Listens actively and encourages further communication. Writes with professional flair, with a clear purpose using appropriate language. Structures information to meet the needs and understanding of the intended audience

Initiative: Demonstrates self-reliance and resourcefulness, is pro-active, and anticipates developments. Does more than is specifically required.

Dependability: Can be relied upon to meet deadlines. Consistently punctual and regular in attendance. Effectively follows up on assignments. Fulfils all commitments.

Flexibility: Appropriately changes approaches to situations to achieve a desired result.

Empathy: Recognises and responds appropriately to the needs and feelings of others, particularly families who are marginalised.

Social Justice: A commitment to the principles of social justice, access and equity for disadvantaged families

Additional Information

- The duration of this position is dependent on project funding – currently until June 2020.
- A non-smoking policy applies in PA buildings, offices and motor vehicles.
- The successful applicant will be required to complete a period of six months' probation on commencement in this role.
- All employees are required to actively participate in consultation and communication with management regarding health, safety and wellbeing issues and comply with all provisions of the relevant workplace health and safety legislation.
- You will work for an organisation that values its people and encourages innovation, participation and a culture of high performance. We respect professionalism, embrace diversity and encourage a family friendly workplace.
- PA encourages people with a disability, people of all cultures and people of Aboriginal and Torres Strait Islander identity to apply.

Conditions of Employment

Hours of work	1 part-time or two part time positions Monday - Friday. Must be available to work outside of normal business hours if required.
Flexible work arrangement <i>(if applicable)</i>	Flexibility around days of work is available.
Remuneration package	Terms and conditions of the <i>Social, Community, Home Care and Disability Services Industry Modern Award 2010</i> apply. The base salary rate payable for this role is based upon the SCHADS Award at Level 4-5 based on the seniority and experience of the successful applicant. Compulsory employer superannuation contribution is paid in addition to base salary.

Acknowledgment of Position Description

I acknowledge I have received a copy of the Position Description relevant to this role and I have read and understood its contents.

Name _____ Date ___/___/___

Signature _____