

## POSITION DESCRIPTION

### POSITION DETAILS

<b>Position Title:</b>	BUSINESS SUPPORT OFFICER
<b>Position Details:</b>	Part time/ fixed term contract (subject to 3months probationary period) from commencement through to 31st December 2019. 15 hours per week.
<b>Reports to:</b>	Executive Officer, Northern Mallee Leaders Inc.
<b>Location:</b>	Mildura
<b>Qualifications:</b>	Diploma and/or equivalent experience in Business Administration

### ORGANISATIONAL CONTEXT

Northern Mallee Leaders Inc. (NML Inc.) is one of 10 regional community leadership organisations operating across Victoria with the intention of developing people in active business and community leadership roles through transformational leadership across the Northern Mallee.

Servicing north-west Victoria, NML Inc. includes the communities of the Mildura region, Wentworth Shire, Robinvale, Ouyen and the Mallee Track.

NML Inc. provides an annual flagship program, the Northern Mallee Leaders Program (NMLP) of experiential learning that reflects the needs of the region.

### POSITION OVERVIEW

The Business Support Officer reports to the Executive Officer and provides administrative support to this position as well as Program Manager and Alumni Manager.

The following five areas have been identified as key areas of responsibility for the position of Business Support Officer

#### 1. NMLP

- a) Assist with the coordination and administration of the NMLP key events and activities including travel and accommodation bookings
- b) Collate and distribute Program Day Summaries include Speaker bios, photos and post-program day acknowledgements
- c) Develop and distribute venue location maps
- d) Collate and submit media releases

- e) Collate program surveys and induction folders
- f) Develop selection interview timetables
- g) Other requirements from time to time as requested by Program Manager

## **2. OFFICE ADMINISTRATION**

- a) Utilise standard templates for reports, correspondence, agendas and minutes
- b) Type preliminary documents from raw data for the input into reports
- c) Assist in formatting and proof reading proposals, reports, letters, and agendas as directed
- d) Distribute mail outs for NML Inc. special events
- e) Provide Social Media statistical reports
- f) Other general office administration duties as required by management team

## **3. RECORDS AND COMMUNICATIONS**

- a) Compile Committee of Management including subcommittee, meeting papers and relevant information and distribute via Committee Café web page
- b) Assist with managing document control systems (e.g. Google Drive), Photo library and Salesforce
- c) Contribute to NML Inc. social media postings, in consultation with the Executive Officer
- d) Input QBO and banking requirements as directed by Executive Officer and liaison with Bookkeeping Agency.

## **4. MANAGE RELATIONSHIPS**

- a) Establish and maintain professional relationships with staff, Committee of Management members and stakeholders
- b) Ensure timely distribution of relevant information for NML Inc. as directed through emails, website updates, e newsletters and social media.

## **5. GENERAL**

The Business Support Officer shall also:

- a) Attend relevant functions and meetings that may be necessary in fulfilling the duties of the position
- b) Provide a professional, responsive and customer-oriented approach at all times
- c) Maintain confidentiality in all matters
- d) Adhere to the NML Inc. Code of Conduct

## **Key Selection Criteria (KSC)**

1. Proven capacity in event planning and coordination including bookings, travel and accommodation
2. Provision of management support and assistance including the preparation of accurate and timely presentations and reports
3. Excellent written and oral communication skills

4. Demonstrated ability to operate a variety of social media platforms (Linkedin, Twitter, Facebook, etc.) and information databases
5. Ability to work independently and with initiative including anticipating potential problems and taking appropriate actions.
6. Ability to work as part of a small and busy team including the capacity to establish and maintain professional, respectful and productive relationships internally and externally
7. Maintain strict confidentiality of information and material

## 1. Qualifications and experience

### Qualifications

Diploma Business Administration and/or equivalent or experience/competencies as follows:

1. Demonstrated event management experience including event management software such as the Eventbrite system
1. Demonstrated business administration skills and experience
2. Demonstrated knowledge of computer software systems including Outlook, Excel, Power Point and Word
3. Demonstrated competence in database management
4. Demonstration of competence with Social Media platforms

### Other knowledge, skills and experience

1. An understanding of the vision and mission of NML Inc. Community Leadership
2. Excellent interpersonal skills including written and oral communication
3. Demonstration of efficient administration, organisational and time-management skills

Personal qualities will be assessed via the interview and referee checks. It is recommended applicants provide a **brief** summary statement addressing their strengths against each of the personal qualities outlined below as part of their application.

**Passion:** Committed to working towards the future of rural and regional communities.

**Flexibility:** Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.

**Integrity & relationships:**

Promotes harmony and consensus through diplomatic handling of situations; builds trust through consistent actions, values and communication; and ability to treat sensitive information confidentially.

**Initiative & accountability:**

Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.

**Creativity & innovation:**

Generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas.

**OTHER REQUIREMENTS**

**Evidence required**

Evidence of the following will be required if successful:

- Current Driver’s Licence
- Satisfactory Police Check
- Right to Work within Australia
- Commitment to adhere to NML Inc. Code of Conduct.

**Office locations**

The office is located in Mildura.

**BENEFITS OF WORKING WITH NORTHERN MALLEE LEADERS**

In addition to being part of an organisation that makes a truly positive impact on people’s lives and their communities, NML Inc. is:

- an equal opportunity employer and welcomes applicants from a diverse range of backgrounds
- a family friendly workplace with flexible work arrangements
- an organisation with a positive workplace culture and supportive team environment
- a dynamic organisation seeking innovative ways to achieve its mission
- committed to regional and rural communities valuing the talents and strengths of local leaders
- an organisation that is part of an extended network across the State advocating for regional advancement through leadership.

**REMUNERATION**

## Remuneration

The remuneration package will be negotiated with the successful candidate depending on qualifications and experience. It is based pro rata on a full time equivalent. Superannuation is 9.5%. Private use of a car is reimbursed at the Australian Taxation Office rate which is currently \$0.66 per kilometre. The initial performance based contract will be until 31 December 2019 with a three-month probation period. Additional contract after this period will depend on new funding agreements.

## APPLICATION PROCESS

### Application Process

Applications addressing the following:

- cover letter (one page only)
- Key Selection Criteria (maximum of 200 words for each of the seven criteria) – as outlined above
- required Personal Qualities (maximum of 1 page)
- current Resume/CV (no more than 2 pages in length)
- contact details for three referees (name, relationship to applicant, phone and email)

are to be received **by 5.00 pm on 4<sup>th</sup> December 2017** by email to Ms Jen Grigg, Executive Officer – [executive@nml.org.au](mailto:executive@nml.org.au) and will be treated in the strictest confidence.

For more information in relation to this position, please contact:  
Jen Grigg - Executive Officer, Northern Mallee Leaders Inc.  
Ph.: 0427 438 111 or Email: [executive@nml.org.au](mailto:executive@nml.org.au)