

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

AWC's mission - to deliver effective conservation for all native animal species and their habitats - is achieved by:

- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.

Reporting to the Chief Financial Officer (CFO), we are seeking an experienced and motivated individual to join the team in the capacity of an Office Coordinator based at AWC's head office in Subiaco. This is a new permanent full-time role at AWC and is essential in improving the effectiveness and efficiency of AWC's operations by providing administrative and coordinative support within the Subiaco office, to the CFO and executive level.

The primary responsibilities of the Office Coordinator are to:

- Oversee and support all administrative duties in the office ensuring the smooth, safe and efficient running of general office operations, including through the development and implementation of policies, procedures and budget management.
- Provide administrative or operational support to the CFO and the Executive Team.
- Manage the travel booking process including identifying and implementing a self-service travel management system.
- Manage the contractual engagement and efficient running of all office services and equipment;
- Act in a backup capacity to cover the EA to the CEO when on leave

To be successful, you will need:

- Minimum 4 years' experience working in an office coordination role and 2 years' experience working as an Executive Assistant to C-Suite level.
- Knowledge of office management responsibilities, systems and procedures.
- Knowledge of accounting, business and management principles.
- Demonstrated experience in inventory control and supply management, policy writing and budgets.
- Demonstrated ability to recognise confidential information and maintain confidentiality as appropriate.

- Proficient in the use of standard business software including Word, Excel and Outlook; and general computing and touch-typing skills (minimum 50wpm).
- A flexible, down-to-earth and professional attitude and a strong work ethic.
- Strong organisational and time management skills, and ability to prioritise.
- Exceptional attention to detail, strong problem-solving skills and analytical abilities.
- Personable and professional communication and interpersonal skills.
- The ability to work effectively with a varied and diverse team, including experience in working with a geographically-distributed organisation.
- Experience in implementing and working with financial management processes.
- A background or interest in nature conservation is highly desirable.

This is a great opportunity to be part of a growing, innovative, successful organisation which is helping shape the future of conservation in Australia. Competitive remuneration is available for a candidate with suitable experience.

**Initial Enquiries** to:

Fiona Tran, HR Advisor | [fiona.tran@australianwildlife.org](mailto:fiona.tran@australianwildlife.org) | 08 9380 9633

**Applications** via: [australianwildlife.org/work-with-awc/careers/](http://australianwildlife.org/work-with-awc/careers/)

To submit an application, visit our careers page (linked above), select the relevant job vacancy, click 'APPLY' and follow the prompts.

Your application must include CV and covering letter, briefly addressing your experience, critical competencies, and interest in the role. Applications that do not meet these requirements will not be accepted.

***Closing date for applications: Friday 4 December 2020***

**Please note:**

1. Applicants must be an Australian citizen/permanent resident or have a suitable visa in place that allows ongoing full-time work in Australia, in order to apply for this position. Sponsorship is not available.
2. If you apply for this role, AWC will include you in its ongoing updates and communications about its events, activities and fundraising initiatives. You may opt out of these communications at any time.
3. Any application submitted to AWC will be handled in accordance with our Privacy Policy, available at [www.australianwildlife.org/privacy](http://www.australianwildlife.org/privacy). By providing us with your contact details, your consent to receive communications and direct educational material will remain current until you advise us otherwise.

*To learn more about AWC's sanctuaries, please visit our website [www.australianwildlife.org/sanctuaries/](http://www.australianwildlife.org/sanctuaries/)*

## Position Profile

<b>Designation:</b>	<b>Office Coordinator</b>
<b>Supervising:</b>	<b>Nil</b>
<b>Reporting to:</b>	<b>Chief Financial Officer (CFO)</b>
<b>Based in:</b>	<b>Subiaco, Perth WA</b>

### Organisational context:

Australian Wildlife Conservancy (AWC) is the largest private (non-profit) owner of land for conservation in Australia, protecting endangered wildlife at 30 sanctuaries in which we own or manage in partnership, covering a total of more than 6.5 million hectares in iconic regions such as the Kimberley, Cape York, the Top End and Kati Thanda-Lake Eyre. With a focus on practical land management, informed by world-class science, AWC is implementing a dynamic new model for conservation.

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- **Operations** - delivering effective large-scale land management including fire management, feral animal control, weed control and infrastructure management.
- **Science** - delivering a nationally-coherent program of ecological surveys with a focus on monitoring key conservation assets and threats, conducting applied research relevant to wildlife conservation, implementing conservation programs including reintroductions, and providing advice to management.
- **Fundraising** - mobilising finance (primarily, tax deductible donations) from the general public and philanthropists including through effective communication of AWC conservation programs.
- **OneAWC** 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders. A group of people who all understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'. The delivery of AWC's mission is highly reliant on all AWC working collaboratively with each other.

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Note: All reference to the "office" refer to the Subiaco Office only unless otherwise specified.

## **AWC values**

AWC's work is directed at achieving our mission – the effective conservation of Australia's wildlife and their habitats – and is guided by the following values. At AWC, we are:

- Accountable – taking ownership of our actions and outcomes.
- Informed – working together to acquire and apply evidence, knowledge and experience.
- Respectful – demonstrating care, recognition and integrity.
- Dedicated – committed to delivering effective outcomes, with resilience and tenacity.
- Innovative – applying creative thinking for effective solutions.
- Sustainable – delivering long-term financial and ecological viability.

## **Critical competencies**

1. At least 4 years' experience working in an office coordination role.
2. At least 2 years' experience working in at Executive Assistant to C-Suite level.
3. Policy writing and budgetary experience.
4. Strong problem-solving skills and analytical abilities.
5. Knowledge of office management responsibilities, systems and procedures.
6. Knowledge of accounting, business and management principles.
7. Strong organisational and time management skills, and ability to prioritise.
8. Exceptional attention to detail.
9. Demonstrated experience in inventory control and supply management.
10. Demonstrated ability to recognise confidential information and maintain confidentiality as appropriate.
11. Proficient in the use of standard business software including Word, Excel and Outlook; and general computing and touch-typing skills (minimum 50wpm).
12. A flexible, down-to-earth and professional attitude and a strong work ethic.
13. Personable and professional communication and interpersonal skills.
14. The ability to work effectively with a varied and diverse team, including experience in working with a geographically dispersed organisation.
15. Experience in implementing and working with financial management processes.
16. A background or interest in nature conservation is highly desirable.

## **Licenses and Certificates:**

1. Current first aid certificate (desirable).
2. Bachelor's degree in business administration, communications or related field highly desirable.

## **Inherent requirements of the role:**

Based in AWC's Subiaco office using a computer and associated office equipment. The office is currently located on the first floor, with stairs only access.

## Responsibilities:

<b>1. Office Coordination</b>
<ul style="list-style-type: none"><li>• Design (in consultation with HR), and implement office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments to guide the operation of the office.</li><li>• Implement procedural and policy changes to improve office operational efficiency.</li><li>• Coordinate new starters in the office, sourcing desk, sitting location, furniture and supplies where necessary.</li><li>• Identify opportunities for process and office management improvements and efficiencies, design and implement new systems, including building business cases for equipment procurement.</li><li>• Keep the Executive informed by preparing, reviewing and analysing financial and facilities management reports, summarising information and identifying trends.</li><li>• Proactively oversee the Fire Wardens, First Aid Officers and general safety processes for the office, including evacuation training.</li><li>• Management of security of the building including drafting processes, issuing and return of access passes to the building, and from time to time on call after hours security issues that may arise.</li><li>• Manage office moves and assist with managing and maintaining IT infrastructure.</li><li>• Negotiate price and manage contractual relationships with suppliers, service providers and landlord ensuring all items are invoiced and paid on time. Including proactively:<ul style="list-style-type: none"><li>○ Managing any service difficulties (e.g. water, gas, building repairs).</li><li>○ Coordinating external contractors coming in to work on the building. This includes cleaners, security and maintenance contractors.</li><li>○ Ensuring on-going maintenance and repair of all office equipment including photocopier/scanner (this includes understanding of repairs/errors); laminator, binding machine. Kitchen equipment etc.</li><li>○ Ensuring monthly services are undertaken by external suppliers/contractors.</li></ul></li><li>• Maintain stocks of supplies and ensure maintenance of the following:<ul style="list-style-type: none"><li>○ Stationery and office supplies including (but is not limited to) photocopier/printer cartridges; office stationery, kitchen and bathroom supplies.</li><li>○ Check and approve incoming invoices, against ordered supplies.</li></ul></li><li>• Induct new members to the office in all safety processes and general office processes and procedures.</li><li>• Participate actively in the planning and execution of office events.</li><li>• Work on projects such as office seating plans and office safety initiatives.</li><li>• Coordinate the approval of all office outgoings, including but not limited to leases, utilities and consumables.</li></ul>
<b>2. Front desk and meeting rooms</b>
Key activities and responsibilities: <ul style="list-style-type: none"><li>• Source, implement and maintain an IT solution for front desk visitor and courier check in.</li></ul>

- Manage all aspects of the telephone system.
- Collaborate with the EA to CEO to manage overflow calls from the automated telephone system.
- Ensure meeting rooms and kitchen are maintained in a clean and orderly manner.
- Collaborate with the EA to CEO to ensure front of office is in a presentable state, with current stocks of AWC display publications, available to visitors in the reception area.
- Maintain the teleconference and meeting room bookings diary and associated process.
- Set up and clear meeting rooms when required (e.g. seating, catering, IT equipment).

### **3. Administration duties**

Key activities and responsibilities:

- Assist the CFO with administrative tasks as requested, including diary management.
- Collect, open, scan, file and distribute mail as per AWC procedures.
- Coordinate courier and postage requirements, ensuring transit insurance is in place, when required.
- Take meeting minutes and provide general assistance at meetings where required.
- Maintain filing and records:
  - Review and maintain the Administration Manual.
  - Define procedures for retention, protection, retrieval, transfer and disposal of records and documents.
  - Maintain filing systems for all records, including administrative, operational, and finance, per current approved policies and procedures, with consideration for confidentiality and privacy of associated records.
  - Maintain and update electronic and hard copy records of all mining correspondence, per current procedures, liaising with AWC's in-house legal counsel.
- Provide general support for ad hoc requests from the Subiaco team as needed.

### **4. Travel Program**

Key activities and responsibilities:

- Identify and implement strategies that support AWC's travel program, ensuring that the travel procedures are operationally effective and provide for cost savings and productivity gains.
- Identify process improvements and implement change where necessary.
- Collaborate with the CFO on the strategic direction and travel tender processes.
- Conduct strategic reviews of the travel program.
- Assist with the development and management of contractual arrangements with external third parties including AWC's travel management company, preferred airlines, accommodation providers and travel advisory service providers.
- Coordinate domestic and international travel, including flight, car hire and accommodation reservations. Undertake travel bookings (car hire, flights, and accommodation) for head office staff and also for field and regional staff where required.

- Monitor and undertake regular reporting and analytics, liaising with the regional administration staff and assist them to ensure:
  - Corporate discounts, accounts and arrangements are utilised.
  - Principles of value for money/time/convenience are observed.
  - Coding and organising payment.
  - Insurance requirements – particularly in relation to hire cars.
  - Reconciliation of flights in credit to ensure reallocation, write offs etc.
- Manage the digital content on Malanet.
- Train new staff in the use of the travel booking system.

## **5. Finance**

Key activities and responsibilities:

- Prepare and manage annual budget for the office, schedule expenditures, analyse variances and initiate corrective action.
  - Budget to include stocking kitchen, stationary, bathroom, first aid supplies, cleaning products, office contracts, office equipment etc.
- Attend and contribute to Finance and IT meetings to ensure that team actions and strategy plans are delivered.
- Undertake monthly reconciliation of postage, courier, teleconference and travel (flight) accounts.
- Review the current process for vehicle registration renewals and implement new agreed procedure.
- Liaise with the Operations Manager, Operations Assistant(s) and Regional administration staff in regard to capital expenditure purchases, vehicle transfers etc. that you are involved with, in order that each are able to maintain their associated insurance asset register
- Assist the Finance Manager with the maintenance of insurance processes. This will include:
  - Maintaining insurance asset register on Malanet, and
  - Assisting the Finance Manager in collecting any other data as required for insurance renewals.
  - Oversee the maintenance of the insurance asset register during the year with support of the Finance Manager, Regional Administrators and Sanctuary Staff.
  - Work with the finance team in providing knowledge of the insurance asset register to assist in its reconciliation with the finance asset registers as required
  - Primary point of contact for insurance claims and general insurance queries. This includes liaising with staff in the preparation of insurance forms, lodging of claims with AWC's insurance broker and the management of these claims. To escalate any insurance matter to the Finance Manager as necessary.
- Assist the finance team in reconciling the monthly travel invoicing for coding and payment.
- Ensure credit card and receipts for office expenses are submitted monthly via Tech One by due date.

## **6. Other tasks**

Key activities and responsibilities:

- Other project, administrative and organisational tasks as directed by the CFO.
- Back up for EA to CEO for leave cover (and vice versa).
- Assist in planning and execution of staff functions and events.
- Comply with all AWC policies and procedures.
- Note: some tasks may involve travel to AWC sanctuaries as required.

	Key Stakeholder
<b>1.</b>	CFO
<b>2.</b>	CEO
<b>3.</b>	EA to CEO