



<b>Role Title:</b>	Program Administrator	<b>Reports to:</b>	Executive Assistant
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<b>Primary Location:</b>	Forestec	<b>Employment Type:</b>	Fixed Term 2 years
<b>Hours:</b>	Full Time	<b>People Leader:</b>	No
<b>Line of Business:</b>	Business Services	<b>Job Level:</b>	Crew Leader/Coordinator

### Role Purpose

The Program Administrator provides key administrative support in the delivery of projects for GLaWAC's On Country team. You will deliver the efficient running of administrative functions across the areas of project reporting, program planning in consultation with the On Country General Manager and team Managers and provide executive support to the GM On Country.

The Program Administrator is responsible for confidential and time sensitive material and will ensure all duties are completed accurately and delivered with high quality and in a timely manner. The Program Administrator provides exceptional customer service and administrative support to the On Country team and all internal and external stakeholders.

### Role Accountabilities

<b>Day to day Operations</b>	<ul style="list-style-type: none"> <li>• Report writing for On Country programs and projects</li> <li>• Coordinates quotes and invoicing for the On Country teams</li> <li>• Is the key point of contact between the GM On Country and external colleagues and stakeholders</li> <li>• Develop and format presentations, speaking notes etc..</li> <li>• Support meetings by setting up and ensuring IT requirements are met, meeting papers are available, taking and distributing Organising catering for internal and external stakeholder meetings</li> <li>• Co-ordinate all travel and accommodation arrangements for the GM On Country</li> <li>• Prepare and distribute internal and external correspondence on behalf of the GM On Country</li> <li>• Ensure all tasks are performed with discretion, sound judgement and confidentiality</li> <li>• Provide customer service to all internal and external parties</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Provide a high level of support to other GLaWAC administration staff as part of a team that is efficient, effective, and culturally respectful</li> <li>• Regular liaison with stakeholders, members, Elders, and community leaders</li> <li>• Work collaboratively with all staff</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Create and maintain administrative files and meeting notes as required</li> <li>• Assist with the collection of data to support On Country teams</li> <li>• Ensure compliance with reporting requirements</li> <li>• Support Business team when annual external audits required</li> </ul>
<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>• Undertake all work in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy</li> <li>• Reinforce a Safety-First Culture</li> <li>• Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of all staff including strict compliance with OH&amp;S policies and GLaWAC safety Policies. Brief and supervise crews.</li> <li>• Follow established OHS requirements</li> <li>• Conduct maintenance checks and actions as required.</li> <li>• Report any incidents or concerns to managers and through provided reporting mechanism</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Support the Exec. Assistant</li> <li>• Must demonstrate the GLaWAC values at all times</li> <li>• Other duties as required</li> </ul>

### Specific Role Competencies

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Effective organisational, project management and problem-solving skills</li> <li>• Can maintain a realistic balance with multiple, sometimes competing priorities</li> </ul>
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**GLaWAC Values: Respect – Encourage – Service – Persistence – Empathy – Courage – Teamwork**

December 2020



	<ul style="list-style-type: none"> <li>• Exceptional interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Strong attention to detail</li> <li>• Friendly and professional manner</li> <li>• The ability to exercise sound judgment and professional discretion</li> <li>• Intermediate to advanced Microsoft Office skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups</li> <li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</li> </ul>

### Core Leadership Capabilities

CAPABILITY	BEHAVIOUR
<b>Business Acumen</b>	<ul style="list-style-type: none"> <li>• Has a strong understanding of the business</li> <li>• Understands what GLaWAC does and how this applies to their role</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Understands the key business goals of GLaWAC and how they contribute to it in their role</li> </ul>
<b>Collaboration &amp; Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Builds and maintains strong relationships across the business and with partners</li> <li>• Works collaboratively with peers and other teams</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Tailors written and verbal communication to different audiences</li> <li>• Demonstrates active listening skills</li> <li>• Seeks clarification to build understanding of the other person's needs</li> <li>• Is able to express thoughts and articulate their ideas in a clear and concise manner (appropriate to the needs of the audience)</li> <li>• Effectively manages conflicts</li> </ul>
<b>Delivery Focus</b>	<ul style="list-style-type: none"> <li>• Always does what they say they will</li> <li>• Meets required deadlines with high quality output</li> <li>• Prioritises workload to achieve results and has the courage to ask for help if needed</li> <li>• Demonstrates the resilience to keep moving forward when faced with business challenges</li> </ul>
<b>Manages Self</b>	<ul style="list-style-type: none"> <li>• Is self-aware; knows personal strengths, weaknesses, opportunities and limits</li> <li>• Is cool under pressure, does not become defensive</li> <li>• Is open to and seeks feedback</li> <li>• Learns from mistakes</li> </ul>

### Mandatory Licence and Checks

- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's Licence
- Reasonable fitness to undertake duties
- Working with children check
- Satisfactory Police Check
- First Aid

### Key Relationships

#### Internal

- All employees
- All leaders

#### External

- External Agencies
- Vendors and suppliers
- Community Members