

# Form Position Description

ABN 63 954 974 254  
ICN 2256



**JOB TITLE** BUSINESS SUPPORT OFFICER

**REVIEW DATE** 27/07/2018

**REPORTS TO** Chief Executive Officer

## POSITION DESCRIPTION

**Position purpose** *This position is primarily responsible for ensuring that the Corporation is compliant, carrying out all Governance Duties, coordinating Board and Management meetings.*

**Main tasks** Core objectives include:

- Carry out all duties taking into account process of confidentiality and adherence with the Privacy Act
- Circulate agendas and meeting minutes to appropriate parties in a timely manner
- Coordinate and arrange Board Meetings including travel arrangements (flights/ accommodation/ meals) and catering where required
- Co-ordinate monthly Management meetings
- Ensure meeting attendees are supplied with meeting information prior to the meeting
- Follow up with management team for departmental reports at the end of each quarter to be compiled into the Chief Executive Officer's report ready for the next Directors meeting
- Forward documentation to appropriate parties for actioning following the Directors Meeting/ AGM (ie. Appointment of Auditor/ Accountant to the Chief Financial Officer)
- Inform Chief Financial Officer of Directors confirmed to attend Directors Meeting
- Maintain and update all Governance documents including ORIC (Office of the Registrar of Indigenous Corporations) ensuring information is up-to-date
- Maintain confidentiality and observe data protection and associated guidelines where applicable
- Maintain strong professional relationships and rapport with the Board of Directors
- Manage action items from all meetings (Enter items into register, follow up with appropriate personnel and update register/ agendas accordingly)
- Organise the signing of Corporate documentation by the Board of Directors as required
- Prepare meeting folders required for Annual General Meetings and Directors Meetings
- Provide high level administrative support to the management team

- Record, transcribe, distribute and management of minutes for Board and Management meetings and other meetings as required
- Solid understanding of the Corporations (Aboriginal and Torres Strait Islander) Act and ensure the Corporation remains compliant at all times
- To undertake clerical tasks for example record keeping, filing, dealing with correspondence, photocopying, word processing, etc as required
- Provide assistance with updates to the Corporations website and social media pages as directed by the Chief Executive Officer

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

**Other Duties**

Fulfil other duties as required by management and other department personnel as requested/required.

**PERSON SPECIFICATION****Qualifications**

- Qualification in Business Administration or equivalent qualification (Minimum – Certificate 4) – highly desirable
- Cultural Awareness

**Experience**

- Minimum 2 years' experience in a similar role
- Demonstrated analytical and time management skills
- Demonstrated computer literacy in Microsoft Office Suite (Advanced skills - desirable)
- Demonstrated discretion when dealing with confidential matters
- Demonstrated verbal and written communication skills
- Demonstrated experience working within defined processes and methodologies and ensuring compliance

**Knowledge**

- Demonstrated understanding and appreciation of the socioeconomic status and traditions of Indigenous Australians and ability to communicate effectively with Aboriginal people
- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety

**Skills & competencies**

- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

**Personal attributes**

- Ability to maintain confidentiality at all times
- Ability to manage competing priorities within a strict budget, tight timeframes and to change priorities at short notice
- Confident manner
- Excellent attention to detail
- Positive approach to change
- Professional approach

**Other**

- Current National Police Clearance (essential)
- Pre-employment medical (essential)
- Current open "C" class manual drivers licence (essential)

**This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.**

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY AUTHORISED REPRESENTATIVE OF PILBARA META MAYA REGIONAL  
ABORIGINAL CORPORATION**

.....  
Chief Executive Officer

.....  
Date