

Position Description

Position Title	Administration Assistant Advocacy
Portfolio	Advocacy
Reports To	Executive Manager Advocacy
Employment Type	Part-Time, 0.6 FTE
Location	West Leederville

Team Overview

The Advocacy portfolio is responsible for amplifying the voice and enhancing the profile and perception of WALGA and the Local Government sector, through contemporary internal and external communications including Association and Corporate Governance, stakeholder relations events and media. The team also encompasses Building and Facilities and Customer Service, ensuring a seamless experience for stakeholders across all touchpoints.

Position Purpose

The Administration Assistant Advocacy provides support for the Executive Manager Advocacy, undertakes administrative tasks for the broader Advocacy Portfolio and liaises with other Administration Assistants across the organisation to ensure high administrative service standards are maintained and delivered.

Key Accountabilities

Executive Support	<p>Provide support and coordinate the activities of the Executive Manager Advocacy, including:</p> <ul style="list-style-type: none"> • Manage and respond to various requests by receiving, prioritising and addressing tasks or enquiries to ensure effective communication between teams. • Proactively manage the Executive Manager Advocacy's e-mails and diary. • Efficiently organise and coordinate appointments and meetings, including room set-up, document preparation and attendance as required. • Coordinate information for relevant meetings, agenda papers, status updates, minutes, and activity reports. • Organise travel and accommodation, when required. • Coordinate finance administration including raising purchase orders, payment of invoices and expense claims.
--------------------------	---

Portfolio Administration	<ul style="list-style-type: none"> • Prepare documents, correspondence and presentations • Provide administration support to management and help coordinate the activities of the team. • Support Senior Advisor Events with sponsorship and exhibition administration. • Organise and schedule meetings and events and attend as required. • Prepare agendas and take minutes during event meetings, internal and external. • Work collaboratively with the organisations Administration Assistants and with the Executive Assistant to the CEO.
Information and Records Management	<ul style="list-style-type: none"> • Ensure the update and maintenance of accurate files, data and records Information. • Input any required information into the Customer Relationship Management System (CRM) system and M-Files, in accordance with business rules. • Maintain strict confidentiality when exposed to sensitive information, discussions, and documentation.

Key Relationships

Who	Why
Internal	
Executive Manager Advocacy	<ul style="list-style-type: none"> • Escalate issues, make suggestions, and provide updates • Receive advice and report on progress towards business objectives and future directions. • Identify emerging issues/risks and their implications and propose solutions.
Managers	<ul style="list-style-type: none"> • Provide general administrative support to the Manager Marketing, Manager Media and Communications and Manager Association and Corporate Governance.
Team	<ul style="list-style-type: none"> • Support a positive environment through teamwork, sharing knowledge and supporting colleagues. • Assist team members with tasks and projects as needed, fostering a collaborative work environment.
Stakeholders	<ul style="list-style-type: none"> • Provide support on administrative tasks. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
External	
Stakeholders	<ul style="list-style-type: none"> • Manage expectations and resolve issues. • Communicate needs, facilitate routine business transactions. • Monitor, direct and address enquiries.

Supplier/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage expectations and resolve issues with service providers. • Communicate needs, facilitate routine business transactions, and resolve issues.
--	--

Key Competencies

Knowledge and Experience	<ul style="list-style-type: none"> • Proven experience as an Administrative Assistant, or similar support role. • Demonstrated experience working collaboratively with peers and a diverse range of external stakeholders. • Experience coordinating administrative and operational requirements for senior management (<i>Desirable</i>) • Proven experience in creating, editing and collating information and correspondence. • Experience in coordinating meetings, drafting agendas and taking meeting minutes. • Demonstrated experience in a customer service-related organisation.
Skills	<ul style="list-style-type: none"> • Good interpersonal skills with the ability to create positive relationships. • High level verbal and written communication skills. • High level attention to detail and a commitment to providing high-quality work. • Demonstrated ability to undertake duties in an ethical manner and adhere to confidentiality provisions. • Expertise in using Microsoft Office 365 applications, and ability to use a range of web-based applications and platforms. • Demonstrated ability to work independently, prioritise tasks and meet deadlines. • Ability to use analytical and conceptual skills to reason through problems. • Ability to actively participate in and contribute to a team. • Ability and interest in learning new online systems.
Behaviours	<ul style="list-style-type: none"> • Sets a tone of integrity and professionalism within WALGA and in dealings external to WALGA. • Takes accountability by accepting responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner. • Demonstrates respect for and willingness to work in teams by valuing the contributions, views and needs of others and participating, contributing, and progressing team objectives to an agreed outcome. • Takes ownership of outcomes and proactively addresses challenges. • Adapts effectively to changing circumstances, maintaining a positive and proactive mindset when faced with challenges.

	<ul style="list-style-type: none"> Shows an awareness of the principles of Workplace Health and Safety and applies them by taking care and being alert about issues in the workplace.
Values	<p>Ability to demonstrate and apply WALGA's values:</p> <ul style="list-style-type: none"> Respect - We act honestly, with integrity and respect. Excellence - We strive for excellence and an environment of continuous improvement. Accountability - We take responsibility and work openly and transparently. Collaboration - We value strong relationships and partnerships. Curiosity - We encourage a spirit of enquiry, and an innovation mindset.