

POSITION DESCRIPTION

Job Title:	Administration Assistant & Board Coordinator
Reports to:	Executive Officer
Location:	UNSW Campus, Kensington
Date PD Revised:	July 2024
Period of Contract:	~16 months (maternity leave) until 1 Dec 2025

POSITION SUMMARY

Arc @ UNSW Limited is looking for an administrative powerhouse to provide high-level secretarial support to the Board of Directors, its subcommittees and Student Bodies. The role supports the organisation in maintaining governance compliance, manages Board processes and ensures all administration standards are met and managed in an efficient and effective manner.

This role will also include supporting the Executive Officer and CEO with projects, events and initiatives as required.

REPORTING RELATIONSHIPS

The Administrative Assistant & Board Coordinator reports directly to the Executive Officer, who works mostly 100% remotely. While flexible work is possible for this role (after probation), 100% remote work is not possible. As the Administration Assistant & Board Coordinator will be required on-campus for various tasks on a regular basis.

Reporting to the Administrative Assistant & Board Coordinator:

Nil

KEY TASKS & ACCOUNTABILITIES

Key tasks and accountabilities

Administration:

- Board & Council calendar management; Coordination of all Board & Council meetings, collating and reviewing all meeting documents, room and equipment setup, and maintaining digital record-keeping systems.
- Preparation of Board & Committee papers as required.
- Full administrative support to the Arc Board, its Committees and Student Bodies, including but not limited to creation and management of minutes and actions registers.
- Management of student body vacancies, appointments and resignations.
- Financial administration including budget management and oversight, and expense reconciliation.

Governance:

- Delivering all requirement administrative functions in accordance with legal requirements.
- Drive delivery of the annual Board Calendar (including annual issues, policy reviews, elections)
- Manage annual Board Director & Council annual election processes.
- Partner with the Finance Manager for Arc's Annual Audit reporting and processes.
- Administrative management of the Arc General Meetings

- Ensuring the Board, Councils and relevant Management Staff deliver on key action items within the relevant timeframe.
- Arc Board Policy management.
- Engage in WHS activities as a WHS Officer of the organisation (training will be provided).

Communication:

- Facilitate internal and external communications, maintaining strong relationships with directors, council members, and Arc Staff.
- Meet with Board Directors and Council Presidents as required to support their roles.
- Plan and lead student Director and Council training and inductions.
- Coordinate with the Returning Officer for relevant election processes.
- Partner with the Marketing Team to ensure effective communication of all election and AGM information to the student body.
- Relevant website updates.

Team Support & Other:

- Provide support for broader administrative activities as required by the EO or CEO, demonstrating flexibility and adaptability to meet evolving work demands.
- Comply with Arc Workplace Health and Safety (WHS) policy and procedures to actively participate in the achievement of a safe working culture.
- Demonstrate behaviour in accordance with Arc@UNSW values and Code of Conduct.
- Actively engage in fair and equitable workplace practices and behaviour to ensure discrimination-free workplace in accordance with legislative requirements.
- Maintain an awareness of Arc's environmental policies and procedures minimising the impact of Arc's business on the environment.

Desired Skills and Experience

- Highly developed analytical skills and attention to detail.
- Administrative prowess, including proficiency across Microsoft suite (Word, Excel, Teams, Planner, etc)
- Ability to exercise initiative, sound judgement and respond to enquiries promptly and efficiently.
- Ability to manage administrative tasks and processes with proven organisational skills, manage time effectively, and navigate conflicting priorities and deadlines.
- High level oral and written communication skills including proven skills in minute taking, reporting and email communication.
- Familiarity with Board / governance processes highly desirable
- Not-for-profit experience highly desirable