



November 2021

Position Description and Selection Criteria: Office Manager

Position: Office Manager

Hours: 24 hours per fortnight

Salary: \$30.51 per hour (\$59,493 pro rata)

Term: Ongoing (initial contract to 30 December 2022 subject to 3 months probation)

About the Conservation Council

The Conservation Council ACT Region is the peak environment organisation for the Canberra region. We represent community environment organisations as well as the broader environmental interests of all citizens of the ACT. The Conservation Council's mission is to achieve a healthy environment and a sustainable future for our region.

We campaign for a safe climate, to protect biodiversity in our urban and natural areas, to protect and enhance our waterways, reduce waste, and promote sustainable transport and planning for our city. We work in the ACT and region to influence governments and build widespread support within the community and business to deliver environmental outcomes. We put forward evidence-based solutions and innovative ideas for how we can live sustainably.

At a time when we need to reimagine a better future, we understand that the changes we need will only happen with the collective support of our community.

To learn more about the Conservation Council ACT Region: www.conservationcouncil.org.au

Key Tasks

The Office Manager is responsible for maintaining smooth and efficient functioning of operational aspects of the Conservation Council under the leadership and guidance of the Executive Director.

- Support the Executive Director with governance and reporting duties.
- Support the development of organisational policies and procedures.
- Ensure the Office Policy and Procedures is kept up-to-date and accessible.
- Ensure appropriate records management and filing systems are in place.
- Undertake financial administrative tasks in collaboration with others on the team.
- Maintain efficient administration of the office including IT hardware, general equipment and supplies.
- Manage general inquiries.
- Assist with maintenance of the contact database.
- Manage volunteer administration.
- Other duties as required by the Executive Director.

Selection Criteria

1. Well organised with capacity to multi-task and respond to changing priorities.
2. Strong communication skills, including engaging with external stakeholders
3. Attention to detail and accuracy
4. A demonstrated capacity to develop and maintain systems
5. Competence on a variety of computer systems, including email, databases, spreadsheets etc.