

POSITION STATEMENT

Project and Administration Officer (Newman Office)

POSITION DESCRIPTION

Creating Communities is looking for a Project and Administration Officer to support project initiatives in our Newman office.

The Project and Administration Officer will play a key role in supporting the implementation of community development, collective impact and engagement projects in Newman.

Working closely with both the Newman and Perth based teams, this role will allow you to combine your passion for the local community with your organisational, communications and problem-solving skills to create positive outcomes in your community.

BILLABLE TARGET 80%

ORGANISATIONAL RELATIONSHIP

This position carries out a range of duties to support the functions of the Newman office and works closely with the team in both the Newman and Perth office.

RESPONSIBLE TO Relevant Director

SKILLS AND
CAPABILITIES

- Interpersonal skills
- Organisational skills
- Written and oral communication skills
- Collaboration and teamwork
- Good problem-solving skills
- Excellent multitasking ability
- Time management
- Event management
- Relationship management

Requirements

- Drivers Licence & Vehicle
- Police Clearance (within 6 months)
- Working with Children

RESPONSIBILITIES
AND
ACCOUNTABILITIES

- Represent Creating Communities and conduct oneself in a manner consistent with the company values.
- Determinedly pursue the company purpose.
- Develop, maintain and foster relationships with community members, clients and stakeholders.
- Implement and act in accordance with Creating Communities planning processes, policies, procedures and staff handbook.
- Gain an understanding of Creating Communities work, policies, processes and systems.
- Provide administrative support and assistance to the Newman Lead ensuring a smooth and efficient running of the office.
- Provide support to Newman Lead with all projects related duties – including but not limited to; planning and delivering a range of events and activities; establishing and maintaining positive relationships with a range of community members and stakeholders; attending events and activities outside of work hours and on the weekends; supporting general administration tasks and office duties - e.g. scheduling meetings, recording minutes, etc.
- Ensure the office and its surrounds are kept clean and tidy at all times.
- Consistently attain agreed billable target percentage.

Office Administration

- Assist the Newman Lead with the coordination and safe delivery of events and activities.
- Assist in the preparation of Risk Management Strategies for all events and ensure CCA Company insurers are advised of every event and ensure all contractors and sub-contractors provide evidence of current Public Liability insurances.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, pack down and follow-up processes.
- Establish and maintain positive relationships with stakeholders and community members.

Clients/ Stakeholders

- Work constructively with the Creating Communities team, clients and community members.

Team Participation

- Support Newman Lead in the timely delivery of project actions/outcomes.
- Actively engage in professional development training.
- Be proactive and show initiative.

Planning, Administration and Meetings

- Account for hours on projects and other hours in the company time billing software daily.
- Attend and participate in all staff meetings, workshops and retreats as scheduled and advised.
- All other duties as assigned from time to time.

Occupational Health & Safety

- Create, maintain and foster a safe work environment at all times.
- Ensure that staff follow safe work practices, procedures, instructions and rules at all times.
- Ensure all contractors and sub-contractors can and do demonstrate sound OH&S practices.
- Ensure compliance with the provisions of the Occupational Health and Safety Regulations at all times.

Applications should be emailed to Karyn Tulloch via Karyn@creatingcommunities.com.au

Closing date for all applicants is 5pm, Friday 16th April, 2021