

Outcome Statement

REGIONAL DEVELOPMENT AUSTRALIA FAR NORTH SA



Role Title	Administrative Support Officer	Location	Port Augusta	Salary	Package to be negotiated with successful applicant
Start Date	To be negotiated	Term of Tenure	1 year contract - minimum of 22.8 hours per week	Governance	Not-for-profit Committee

FOCUS

This position's primary responsibility is to give the RDA Far North operational team prompt, efficient, and effective administrative support in the areas of administrative services, financial procedures, records management, and event support, among others.

KEY RESULTS AREAS

- As the initial point of contact with RDA Far North, ensure that all enquiries are responded to in a way that is welcoming and helpful, leaving a good impression.
- The provision of Administrative Support to the RDA Far North team.
- Coordinating the planning and delivery of events including booking of catering, meeting rooms, venues, travel and accommodation for events facilitate by RDA Far North, this also includes drafting marketing material and assisting with IT support at the events.
- Supporting the delivery of meetings, including assisting with minutes, agendas, catering, meeting setup and pack-down including the supports and administrative requirements for various RDA and non-RDA committees.
- Managing room booking calendar for the Business Centre, room setup requirements for bookings, consumables for meetings, seminars, workshops and other functions.
- Coordination and management of RDA Far North's communication channels, including initial drafting of industry bulletins, handling comments and posts on social media, ensuring information on RDA Far North's website is kept current and relevant
- Providing administrative support to RDA Far North's Office Manager and undertaking finance support when the manager is on leave.
- Ensuring the RDA Far North business database is current.
- Other administration tasks and processes as directed.

COMPETENCIES

- A high level of interpersonal skills in customer service, public relations, problem solving, negotiation and networking and ability to establish and maintain strong working relationships with team members and key stakeholders.
- Experienced in the provision of administrative, finance accounting software, committee, and event support
- Competent computer skills including experience in Microsoft Office suite of programs, and well as communication and event management tools such as Canva, Survey Monkey, Eventbrite etc, and ability to competently set up, troubleshoot and provide instructions IT equipment used for meetings and events.
- Good understanding of business marketing tools and how to maintain relevancy across an organizational website, its different social media platforms
- Initiative, creativity and excellent time management skills, stamina, and adaptability to maintain work output in times of pressure.

SPECIAL CONDITIONS

- Understanding of Work, Health and Safety including employer and employee responsibilities.
- Understanding of Regional Development Australia Committees as a not-for-profit organisation managed by a committee.
- Preference for the successful candidate to reside in the Far North region, or near vicinity.

KEY RELATIONSHIPS

REPORTS TO: RDA Far North Chief Executive Officer overall, reporting to the RDA Far North Officer Manager for daily duties

INTERNAL LIAISONS: All RDA Far North team members

EXTERNAL LIAISONS: Works with Government Agencies representative's, local industry, businesses and other appropriate organisations within the Region and other Regional Development Australia Associations.