



Administration Manager

Candidate Information pack

- **Act for Peace is a dynamic humanitarian aid and development agency**
- **Generous Workplace benefits;**
 - **Flexible working hours**
 - **Salary packaging option**
 - **Access to Employee Assistance Program**
- **Be part of an experienced and friendly team of professionals**
- **Permanent full-time**
- **Location: Sydney (hybrid working arrangements)**

Please apply online at <https://act-for-peace.workable.com>

Deadline for applications: 16th August 2022.

You will need to upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.

Please contact 1800 025 101 or jobs@actforpeace.org.au, if you have any queries. Thank you for your interest in this position.

About the role

As our first **Administration Manager**, you'll use your organisation, administration, problem solving and relationship management skills to be an Executive Assistant to the CEO and provide administrative support to the Board, Head of Operations, Leadership Team and broader Agency and ensure AfP has the facilities, equipment, supplies and processes required to run efficiently and effectively so that everyone is empowered to bring their best.

You'll report to the Chief Executive Officer and Head of Operations and work as part of our Business Services Department to drive initiatives to create a better Agency, make our office a great place to work and contribute to a culture that's true to our values so that everyone who works here is empowered to bring their best.

You'll draw on your experience as an executive assistant or office manager and your energy, initiative, attention to detail, service, relationship management, stakeholder management, organisation and problem-solving skills to thrive in this fast paced and diverse role. You're looking for a position where you can use your initiative to develop a role that can make a big and growing contribution to the lives of others, our supporters, our staff and volunteers, partners and communities threatened by conflict and disaster.

This is a permanent position based in our Sydney CBD office with remote office workplace options. The salary will be negotiated depending upon the skills and experience of the successful candidate.

About Act for Peace

Today, there are more refugees, asylum seekers and displaced people worldwide than at any time since records began. That's more than 70 million people forced to flee their homes to escape conflict and disaster.

It's a terrible injustice. And one that we can, and must, overcome.

We believe all people are created equal, and we should love our neighbours as ourselves. Yet, right now, we're living in a world of 'us' and 'them'. Divisions are deepening, conflicts are escalating, and climate inaction is placing lives in peril.

It means every day, more of us around the world are forced from our homes by violent conflict and disaster.

For more than 70 years, Act for Peace has brought people together to respond to this injustice. Meeting urgent needs, advocating for change and backing displaced people to reclaim control of their lives.

Founded by the Australian churches, we are a diverse collection of people united by a powerful conviction: to create a just and peaceful society, we must work together. It's both the right thing to do, and the only thing that will work.

That's why we work in solidarity with long-term local partners; and collaborate with local, regional and global networks, academics, governments and the UN; to ensure people uprooted by conflict and disaster have a safe place to belong.

OUR VISION

A world where everyone belongs.

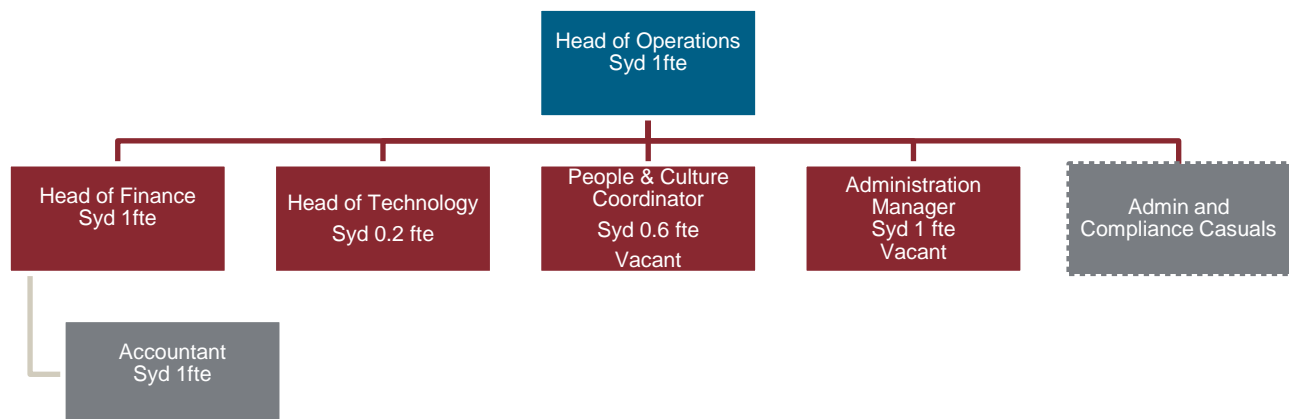
OUR PURPOSE

To create, together, a world where people uprooted by conflict and disaster have a safe place to belong.

For more information about Act for Peace, including our principles and policies, please visit our website www.actforpeace.org.au

About the Business Services Department

Business Services is responsible for the efficient and effective operations and operational performance of Act for Peace, including development, delivery, evaluation and reporting of strategic and operational planning and policy development across the Human Resources, Finance, Administration, Facilities Management, Information Technology, Compliance, Governance, Reporting and Risk Management. The Department works closely with other Departments and partners to enhance a culture of collaboration, creativity and trustworthiness, providing advice and supporting other Departments to operate as effectively and efficiently as possible and identifying opportunities and implement solutions for continuous improvement.



Administration Manager Position Description

Position title:	Administration Manager
Department:	Business Services / Operations
Location:	Sydney (with hybrid working arrangements)
Reports to:	Chief Executive Officer and Head of Operations
Direct reports:	nil
Employment status:	Full time (0.8 FTE may be considered)
Safeguarding Risk Assessment	
Children:	Medium
Vulnerable Adults (PSEAH):	Medium

Business Services Department

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Purpose of the Position

The **Administration Manager** is a newly established position and will report to both Act for Peace’s Chief Executive Officer and Head of Operations. In this role, you will be an executive assistant to the CEO, provide high level administrative support to the Board and Leadership Team, and ensure Act for Peace has the processes, facilities, equipment and supplies required to run efficiently and effectively so that everyone is empowered to bring their best.

This is a fast paced and diverse role that requires energy, initiative, attention to detail, service, relationship management, stakeholder management, pro-active organisation and problem-solving skills. The successful candidate will bring high level administration experience and an intuitive, curious and collaborative mindset.

Key Accountabilities

Key Accountabilities	Performance Expectations
Executive Assistant to CEO	<ul style="list-style-type: none"> Support CEO with administrative tasks. For example, calendar management, communication and correspondence with colleagues and external stakeholders, coordination of meetings Carrying out administrative responsibilities associated with coordination of meetings, including preparation of documentation and various correspondence, presentations and reports (including for Board, committee and Leadership Team meetings)

	<ul style="list-style-type: none"> • Minute taking of Board meetings and maintain Task and To-Do lists • Liaise with Board Directors regarding meeting dates, book travel and venue, access to papers • Maintain all the requirements of the Board Director register re terms, contact details, integrity checks • Book travel for CEO and Board Directors
General Administration	<ul style="list-style-type: none"> • Providing high-level, effective administration services to support the strategic and operational direction of the organisation • Organise business functions, staff meetings/workshops/conferences and other special meetings as directed • Assist Leadership Team with meeting agendas, briefing notes, minutes and maintaining task list and action items
Operational processes and procedures	<ul style="list-style-type: none"> • Managing administrative procedures and systems, and devising ways to streamline processes, including through the best use of technology applications • Ensuring we maintain a useful filing architecture for SharePoint that allows all staff to access information as required • Provide technical and logistical support for administrative processes, procedures and technical applications/systems • Develop style and formatting guide for AfP procedures and templates • Review processes and standard operating procedures to ensure in line with policy, fit for purpose and looking for areas to improve efficiencies • Keep Business Services templates up to date to align with any changes to policies and procedures
Reporting	<ul style="list-style-type: none"> • Support Leadership team in coordinating and preparing reports as required, for example the Annual Performance Report • Produce reports for the CEO i.e. memoranda, presentations, briefing reports as required • Utilising skills to represent information in diagrams and flow charts; formatting and collation of key documents and reports for Leadership Team, Board and committee meetings • Coordinate and complete statistical surveys (e.g., annual survey to ACFID, ACT Alliance)
Compliance/Integrity checks	<ul style="list-style-type: none"> • Conduct counter terrorism checks on staff, consultants and contractors and establish an appropriate tracking system via use of CSI Watchdog • Coordinate the tracking of police and working with children checks of staff and other personnel (in collaboration with HR Manager) • Maintain contract database and procurement processes (for suppliers and partners)

	<ul style="list-style-type: none"> • Coordinate organisation assessments, spot-checks and audits on compliance related matters (including to support DFAT accreditation and ACFID Code Self-assessment) • Analyse data and produce reports as required related to compliance and tracking of policy indicators • Monitoring updates required by ASIC, ACNC, fundraising licences etc
Office Management	<ul style="list-style-type: none"> • Maintain office supplies, stationery, and amenities • Oversee archiving and storage options of organisational files • Ensure office presentation is welcoming and professional, incl. meeting rooms and manage kitchen and storage areas • Coordinate review and upgrade of office environment • Manage strata, building services and office maintenance; liaise with Building Management to resolve any issues and manage contractors as required (rubbish removal, cleaner, air-con, printer maintenance etc) for the Sydney and Melbourne offices • Support Head of IT with day-by-day IT requirements (for example, liaise with IT service provider for set-up of new staff)

Competencies

- Seeking results - we are committed to delivering the best possible outcomes for the communities we serve. We achieve results by demonstrating curiosity, a willingness to learn and displaying a self-managing approach. We engage with risk and opportunities with a problem-solving approach. We are accountable to each other and to our stakeholders.
- Working collaboratively - we strive to understand others' value, perspectives, strengths, needs, contributions, and commitments in order to ensure we are best placed to collaborate and achieve the best possible outcomes for Act for Peace and its stakeholders. We believe our impact is greater when we work with and learn from others.
 Being agile - we meet changing conditions and respond to new organisational requirements, with self-awareness, flexibility, creativity, resilience and purpose.
- Practicing wellness at work - we actively create a safe work environment. We honour the inherent value we each have as individuals, value everyone's contribution and build trust. We prioritise work-life balance and model kindness and hope.
- Ensuring the safety, security and wellbeing of staff members
- Uses Proficiently MS Office tools
- Supporting Others in the achievement of their tasks

Selection Criteria - Skills, Qualifications and Experience

Essential

- Demonstrated solid experience working as an Administration Manager or supporting a CEO or senior executive as an Executive Assistant
- Relevant qualification in business administration or related discipline
- Strong administrative, planning and organization skills, with an attention to detail and ability to problem solve and anticipate situations
- Possess advanced skills in Microsoft Office products (Word, Excel, PowerPoint, Outlook, SharePoint) and other software programs for task management and coordination

- Proven ability to work effectively in a team and apply strong initiative
- Demonstrated experience in maintaining confidentiality and managing sensitive information
- Strong interpersonal skills with a high level of professionalism – face to face, over the phone and through correspondence.

Desirable

- Supporting Company Secretary and Board with high level administrative tasks
- Strong experience and appetite for updating and improving efficiencies of administrative management processes
- Experience in compliance audits, monitoring and reporting
- Experience in the international development/NGO sector

Key Stakeholders and Relationships

- Internal: Act for Peace Board, Chief Executive Officer, Act for Peace Leadership Team, Business Services Department and Act for Peace Staff
- External: Including but not limited to service providers, strata.

Other Requirements

- Eligibility to work in Australia
- Commitment to the values of Act for Peace
- Commitment to abide by the principles, policies and codes of conduct of Act for Peace
- Establish positive, collaborative relationships with the Act for Peace teams
- Capacity to undertake occasional travel (to Melbourne) and work outside standard business hours (reasonably)
- Abide by industry norms – as set out in the Act for Peace accountability framework
- For our full Policies set please see: <http://www.actforpeace.org.au/our-policies>
- Commitment to Act for Peace requirements, including attendance at staff meetings; completion of all administration, finance and operational reporting requirements as per policy and/or line managers directive, adherence to program, HR and finance policies and procedures
- Respect for a multicultural and multi-talented workforce.

Safeguarding Requirements and Responsibilities

Act for Peace takes the prevention of fraud and of sexual misconduct and harassment, and child protection seriously. As part of our Safeguarding Policies (Child Safeguarding and Prevention of Sexual Exploitation Abuse and Harassment);

- Employment is conditional upon the outcome of an Australian National Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship.
- A working with children check may be required.
- Strict adherence to our Code of Conduct, Child Safeguarding Policy, Child Safeguarding Code of Conduct, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) Policy and the Privacy Policy is mandatory.

Work, Health and Safety Responsibilities

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

Act for Peace is an equal opportunities employer. Individuals with lived experience of displacement are encouraged to apply.