

Position description



Job title:	Corporate Services Officer
Reporting to:	Executive Officer, Environment Institute of Australia and New Zealand
Salary:	\$55,000 - \$60,000 pa (pro rata)
Employment Status:	Part time (0.6 FTE)
Location:	EIANZ Central Office, Suite 3, 255 Whitehorse Road, Balwyn

Purpose of position

To manage all EIANZ Central Office business operations, with a focus on business improvement and quality control. Identify, design, implement and manage systems, standards, processes and procedures that improve the effectiveness and efficiency of Central Office, thus enabling the Institute to operate as the leading professional body for environmental practitioners across Australia and New Zealand.

Manage and report on all administrative and financial activities including coordinating statutory reporting obligations in Australia and New Zealand.

Key accountabilities

- + Provide professional, high quality and timely customer and support services to all EIANZ members, prospective members and stakeholders.
- + Provide membership management and reporting.
- + Coordinate and implement business systems and processes that support the effective financial management and administration of Central Office and the Institute such as managing banking, payroll, accounts payable, budgeting, office administration, etc.
- + Identify, develop and implement business improvement initiatives and processes that improve the productivity and effectiveness of Central Office.
- + Contribute to the development of reporting procedures, tools and templates that provide business and financial information in a timely and effective way.
- + Provide high level governance support to the EIANZ Executive Officer, preparing agendas and papers for Board and Advisory Council, AGMs, etc. when necessary.
- + Play a leadership role in the design, development and implementation of Central Office work program, actions and services.

Major tasks, duties and responsibilities

Office management and administration

- + Build the productivity and effectiveness of Central Office by reviewing, developing and implementing systems, processes and procedures that continuously improve the way the office operates.
- + Manage and maintain all Central Office administrative procedures and processes, including: records and correspondence management; procurement, payroll and the management and monitoring of administrative and financial systems.
- + Manage and report on the Central Office budget, preparing timely reports on financial performance.
- + Manage and report on all financial distributions to Divisions and Chapters across the Institute.
- + Provide strategic advice to the Executive Officer regarding budget analysis and annual budget preparation.
- + Oversee reviews of office management and administrative processes, and procedures; measuring results against standards and implementing necessary adjustments and improvements.
- + Manage and administer all invoices and payments relevant to Central Office in-line with agreed service standards.
- + Works with the external accountant and auditor to perform the audit annually.
- + Coordinate the Risk and Audit committee meetings, take minutes and be the conduit for this committee and report to the Board where necessary.
- + Provide timely, professional and high-quality customer service to members and prospective members at all times in-line with agreed service standards.
- + Provide high level support to the Executive Officer in the administration and financial management of the EIANZ annual conference and other events as required.

Reporting

- + Support the Executive Officer to ensure compliance with statutory reporting obligations in Australia and New Zealand.
- + Provide support to the Executive office to develop agendas, papers and reports for EIANZ Executive Committee and Council meetings when needed.

- + Coordinate legislative and policy reviews to ensure the Institute complies with its obligations and produces reports to the Executive Officer on any changes - amending EIANZ bylaws and processes if required.
- + Play a key role in preparing monthly, quarterly and annual reports for EIANZ Council / Executive Committee, Divisions and Members.
- + Plays a key role in the coordination and reporting of the annual audit.

Performance

- + Play an active role in ensuring the safety and wellbeing of the Central Office team.
- + At all times, display professional leadership capabilities and constructive behaviours when engaging with team members, EIANZ Members and external customers.
- + Provide timely, professional and high-quality customer service to members and prospective members at all times in-line with agreed service standards.
- + Demonstrated ability to build and maintain strong working relationships.
- + Display strong financial judgement, driving continuous financial efficiencies.
- + Provide strategic input to developing the annual Central Office Work Program.
- + Contribute to a high performing, customer focused team culture – continuously identify and implement opportunities to strengthen the effectiveness and performance of the Central Office team.

Level of organisational relationship

- + This position reports to the Executive Officer.
- + The Corporate Services Officer will work closely with an external accountant and manage external service providers as required.

KEY SELECTION CRITERIA

Skills, knowledge, experience and personal attributes

- + Advanced financial and budget management skills, experience with Xero accounting software is essential.
- + Excellent written and oral communication skills, with the ability to prepare and present data and high-quality documentation including plans, reports, policies and procedures.
- + Well-developed project management skills and attention to detail, with the capacity to manage priorities and competing demands in order to meet deadlines and maintain high quality control standards.
- + Capacity to work independently and collaboratively in a team-based work environment.
- + Model preferred organisational values and behaviours in line with the Institute's Code of Ethics and champions organisational vision and values.

- + Fosters a culture of excellence in service delivery and encourages continuous improvement.

About you

Qualifications and experience

The ideal candidate will have:

- + Relevant TAFE or tertiary qualifications.
- + Relevant experience in a similar role.
- + Experience working in a member based, not-for-profit organisation.
- + Experience in, or an understanding of, the environment profession.

Personal attributes

We're looking for someone who is:

- + Collaborative, supportive and inclusive.
- + Ethical, discrete, accountable and professional.
- + Innovative, flexible and proactive.

What we offer

The EIANZ is committed to be an employer of choice, and to encouraging a diverse and flexible workforce. People of all genders, people from diverse cultural and ethnic backgrounds, people with carers responsibilities, people with disability and people who identify as LGBTIQ are encouraged to apply.

The successful candidate will have access to:

- + Modern offices in Melbourne.
- + Flexible working arrangements (days/times and location: including from home).
- + Training and professional development.

The role is 0.6 FTE (or 3 days a week).

To apply

To apply please provide your CV and a statement of up to two pages addressing the selection criteria. Please note that applications that do not address the selection criteria, will not be considered. There is no closing date for this position. Applications must be emailed to samantha@eianz.org.

Initial interviews will be held in early-mid December. We expect the successful candidate to take up the position by Monday 4 February 2019 at the latest.

For more information

For general information visit our website at www.eianz.org. To discuss the role, please contact Samantha Roberts, Executive Officer, samantha@eianz.org or (03) 8593 4141.