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| <b>Position:</b>         | <b>Executive Support Officer</b>  |
| <b>Reports to:</b>       | Team Leader Corporate Services  |
| <b>Supervises:</b>       | May supervise administration officers, trainees and/or contractors as required                                    |
| <b>Location:</b>         | Mareeba, Queensland   |
| <b>Classification:</b>   | Level 2.3   |
| <b>Employment terms:</b> | Part time (45 hours per fortnight) Fixed Term to 30 June 2023 with possibility of extension                       |
| <b>Salary Range:</b>     | The salary range will be \$67,155 to \$72,690 per annum full time (37.50 hr week) or \$34.32 to \$37.15 per hour. |

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## About this Northern Gulf Natural Resource Management

Northern Gulf Resource Management Group is involved in a broad range of NRM programs such as grazing lands and farming extensions, Traditional knowledge recording, environmental education and biodiversity monitoring and conservation. The Northern Gulf region stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

## About this role

The Executive Support Officer is accountable to the Team Leader Corporate Services and works as part of a multi-disciplinary team supporting the Board of Directors and Leadership Team. The Executive Support Officer is responsible for executive support functions of the organisation, including meeting preparation and taking minutes for Board meetings. The Executive Support Officer will assist the Team Leader Corporate Services and CEO with high level administrative support, contract management, finance and HR functions to support Northern Gulf in its goal of delivering improved NRM outcomes to the region.

## Duties of this role

1. Provide high level administration support to the Board of Directors and CEO, including:
  - a. Collating and disseminating Board papers within strict deadlines based on established templates.
  - b. Collate and, where necessary, respond to correspondence items for the Board of Directors.
  - c. Processing out of session papers including drafting circulating minutes and recording results.
  - d. As required, organise aspects of Board meetings, subcommittee meetings, advisory group meetings, Annual General Meeting and any Board member field trips including:
    - Support drafting agendas for review by Chair and CEO;
    - Sending out invites for meetings and noting apologies;
    - Taking minutes, seeking feedback and obtaining approval of those minutes;
    - In relation to AGM in particular, working with communications staff within the NRM in relation to communication activities;
    - Maintaining the board records within relevant platforms and record management systems (mainly SharePoint);
    - Organising accommodation, venues, equipment and director's travel needs and arranging payment;
    - Organising field trips;
    - Organising Director functions and catering for meetings;
    - Ensuring completion of forms for director remuneration, expenses and mileage claims.

2. Responsible for maintaining the membership databases, conducting membership renewal processes and membership mailouts particularly around the AGMs.
3. Support the Corporate Services Team Leader in delivery of finance services to the organisation.
4. Support the CEO in delivery of human resource management services.
5. Provide general administration services.
6. Provide support for the administration of contracts (in and out), ensuring timely processing of accounts payable and receivable, and assist project officers with contract monitoring and compliance.
7. Provide regular reporting to the leadership team, Board and members on financial and administrative matters.
8. Support the development and management of systems and policies that support the operations of the organization.

## Key attributes

- High level administration and board/executive support experience
- Financial management skills, including accounts payable and receivable, payroll, and grant acquittal.
- Excellent time management and organizational skills with the ability to set and meet deadlines, and an ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.

## Mandatory Requirements

### Qualifications & Experience

- Qualifications in Business, Commerce, Project Management (or working towards qualification) is desirable.
- Extensive experience with high level administration and executive support;
- Experience working with not-for-profit community groups, NRM groups, or similar would be advantageous.

### Licences

- You must hold a manual C Class Driver's Licence and be eligible for a Blue Card.
- Successful candidates will be required to undertake first aid and cultural awareness training.

### Other Requirements

- On occasion, Northern Gulf staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Chief Executive Officer prior to any work being undertaken. Northern Gulf does not offer paid overtime however a Time Off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and prior to being accrued.
- It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by Northern Gulf Resource Management Group.

### Selection Criteria

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| <b>1. Management Accountability</b>   |
| <ul style="list-style-type: none"> <li>• Demonstrated time management skills with an ability to manage multiple projects and meet deadlines.</li> <li>• Experience in supporting junior staff and overseeing contractors would be an advantage</li> </ul>   |
| <b>2. Technical Responsibilities</b>  |
| <ul style="list-style-type: none"> <li>• Experience in delivery of high level office administration functions.</li> <li>• Experience in Board/Executive support, including meeting procedures and taking minutes</li> <li>• High degree of computer literacy including proficiency with Microsoft Office suite, and financial management software (Xero/MYOB/Reckon).</li> <li>• Financial management experience, preferably in a not-for-profit organization, would be highly regarded.</li> </ul> |
| <b>3. Partnerships and Communication</b>  |
| <ul style="list-style-type: none"> <li>• Demonstrated ability and willingness to work effectively with diverse stakeholder groups and with staff of partner organizations.</li> <li>• High level of written and verbal communication skills.</li> <li>• Demonstrated high level negotiation, facilitation and consultation skills.</li> </ul>   |
| <b>4. Problem Solving</b>   |
| <ul style="list-style-type: none"> <li>• Demonstrated ability to identify and analyze problems and develop and implement improvements.</li> </ul>   |

**5. Workplace Health and Safety and Personal Conduct**

- Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.
- Experience in handling confidential information including personnel files

**6. Qualifications and Experience**

- Qualifications in Business, Commerce, Project Management (or working towards qualification) is desirable.
- Relevant work experience in a senior administration or executive support role
- Current open 'C' class driver's license is essential.
- Four-wheel drive vehicle experience is desirable.
- Working with Children Blue Card, or ability to obtain.

**Citizenship**

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.



Approved

Zoe Williams

2 May 2021

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**Signature**

**Name**

**Date**

Chief Executive Officer  
Northern Gulf Resource Management Group