

Permanent – Part Time 0.6 FTE

Position Objectives:

The key role of the Administration Officer is to support the CEO and other WAM staff in the day to day running of WAM and its activities.

Duties & Responsibilities:

- Act as first point of contact for incoming inquiries, phone calls and visitors
- Bookkeeping duties including reconciliations, payments and receipting
- Reconcile WAM petty cash, debit / business cards, and, WAM bank accounts, each month, with Business Manager
- General office administration including stationary and consumables, postal duties, maintenance of office and office equipment, filing, database management and upkeep, and front office amenity and tidiness
- Provide project and administrative support across all program areas, commensurate with skills, knowledge and working hours
- Call, set agendas and minute regular WAM staff meetings and other meetings as required
- Assist with updating of and management of WAM website (www.wam.org.au)
- Assist in systems troubleshooting where appropriate
- Keeping organisational diary of key events and milestones and ensuring relevant staff are aware of any obligations
- Support CEO diary and other administration as required
- Represent the organisation at various community and/ or business meetings as requested from time to time
- Other duties as required by the CEO from time to time.

Key Relationships:

external: The broader WA music industry; regional musicians and their communities; WAM's sponsors and funders, and potential sponsors and funders

internal: CEO, all WAM staff, Board members, contractors, volunteers and broader WA music industry

reports to: CEO

reporting: (Potentially) Interns

Required Skills & Attributes:

- Active involvement and very good understanding of the WA contemporary music scene and the issues therein.
- Excellent communication skills including phone, verbal, written and interpersonal
- Highly competent business systems, bookkeeping and applications skills and ability to use Account Edge Pro highly regarded but not essential

- Experience in petty cash management and bank reconciliations
- Very good organisational and administrative skills and understanding of general office procedures and expectations
- Ability to use initiative to undertake investigative tasks and seek answers to problems that may arise
- Ability to work in an office situation with conflicting priorities and varying deadlines; both in a team environment and, from time to time, unsupervised

Key Performance Indicators:

The performance of all WAM staff members will be reviewed annually. This review will be carried out based on how well you have met the Duties and Responsibilities contained within this Position Description, key performance indicators (KPIs) forming part of your annual work plan and KPIs contained within individual project plans.

The following are generic KPIs that all staff are required to adhere to:

- Contribution to project, staff and any other meetings
- Timeliness of response to workplace issues or requirements that come about from time to time
- Workplace manner and interactions with co-workers and other stakeholders
- Timely planning and reporting.

Special Conditions:

All WAM staff are expected to manage their own times and workloads. WAM staff are paid above award rates to offset their being required to work evenings, weekends and out of standard business hours from time to time.

The CEO may at his/her discretion approve time in lieu or offer additional leave days, to offset additional hours worked, where time and workload management by individual staff may not balance out the additional hours worked. Time in lieu must be approved in advance of the work undertaken.

Salary:

As per Contract of Employment. Annual CPI rises are at the discretion of the CEO and will be based on review of performance over the preceding 12 months.