



## Position Description

<b>Position Title:</b>	Administrative Officer
<b>Position Classification:</b>	Level 5
<b>Position Number:</b>	319725
<b>School/Unit:</b>	UWA Business School
<b>Centre/Section:</b>	The Centre for Social Impact
<b>Supervisor Title:</b>	Centre Director
<b>Supervisor Position Number:</b>	313362

## Your work area

Danjoo Koorliny Walking Together is a long-term social impact and systems change project designed and led by Aboriginal leaders to help us all walk together as Aboriginal and non-Aboriginal people towards 2029 (200 years of colonisation in Perth) and beyond, be it in Western Australia, Australia or globally. It is a platform for conversation and change to help us become better carers of everything.

The co-directors of Danjoo Koorliny Walking Together are Dr Noel Nannup OAM, Dr Richard Walley OAM, Professor Emeritus Colleen Hayward AM and Carol Innes, working with an operational team in partnership and collaboration with numerous other Elders, leaders and organisations, including a large extended team of Aboriginal leaders. They have made it clear that if we are talking about social impact, Aboriginal people have had a blueprint for social, ecological and cultural harmony for more than 80,000 years, and that this can be of benefit to everybody and everything. You can read more about Danjoo Koorliny at [www.danjookoorliny.com](http://www.danjookoorliny.com)

The UWA Centre for Social Impact (CSI UWA) is currently the host organisation for the Danjoo Koorliny Walking Together project. CSI UWA is located in the Business School at the University and is a catalyst for change, creating and delivering education that transforms, research that informs best practice, and public engagement that inspires and mobilises change makers.

CSI UWA is part of a national collaboration with the University of New South Wales and Swinburne University of Technology. Together, the three universities form the Centre for Social Impact.

The CSI UWA educates, empowers and inspires graduate and undergraduate students: the social impact leaders of today and tomorrow. All students develop more than new knowledge and skills; they develop a new way of thinking that is essential in addressing the most complex and systemic issues facing our world. The Centre delivers a range of course offerings in this area including a Graduate Certificate in Social Impact which also articulates into the MBA and an undergraduate unit the Changing the World: Social Innovation, Finance and Enterprise in 2014 launched in semester 2, 2015.

The Centre's research program is based around projects funded from competitive national research grants and industry projects and covers a broad range of topic areas.

## Reporting structure

Reports to: Centre Director

## Your role

As the appointee you will, under general direction provide administrative and operational support to the project team.

## **Your key responsibilities**

Provide a high level of administrative support to the Danjoo Koorliny Team including managing correspondence and travel arrangements

Assist the team in managing social media channels

Coordinate the booking and setting up meetings, opening and closing the Danjoo Koorliny office and maintaining office supplies

Plan and organise events including the Danjoo Koorliny Social Impact Festival, workshops and presentations

Attend events related to the work of the project

Provide administrative support to prepare agendas, memos and reports, minute taking

Provide stakeholder and partnership management support

Provide general financial administration support including invoicing, updating budgets, receipt reimbursement and credit card acquittals

Liaise with other areas of the University applying a sound knowledge of the office activities

Other duties as directed

## **Your specific work capabilities (selection criteria)**

Relevant degree qualifications or equivalent competency

Substantial relevant project and administrative experience at an appropriate level

Highly developed written and verbal communication skills

Highly developed organisational skills and demonstrated ability to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative and work productively as part of a team

Ability to foster strong stakeholder relationships

## **Special requirements (selection criteria)**

### **Compliance**

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at [www.safety.uwa.edu.au](http://www.safety.uwa.edu.au)

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at [www.uwa.edu.au/policy/home#Code](http://www.uwa.edu.au/policy/home#Code) [www.web.uwa.edu.au/inclusion-diversity](http://www.web.uwa.edu.au/inclusion-diversity)