



<b>Role Title:</b>	Program Administrator Culture	<b>Reports to:</b>	Exec. Assistant
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<b>Primary Location:</b>	Forestec	<b>Employment Type:</b>	Fixed Term 2 years
<b>Hours:</b>	Full Time	<b>People Leader:</b>	Possible
<b>Line of Business:</b>	Administration	<b>Job Level:</b>	Crew Leader/Coordinator/Technical Specialist

***GLaWAC considers that being of Gunaikurnai heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)***

**Role Purpose**

The Program Administrator Culture provides key administrative support to the GM of Culture, and GLaWAC, in the coordination of projects, events, and services for GLaWAC’s Culture team and Elders Council. You will be integral in designing and co-ordinating successful community and cultural events on behalf of the GM Culture, including Welcome to Country, Cultural Education and other events as required. You will work collaboratively with the Media and Communications Manager to input to internal and external communications publications and initiatives.

You will work with a broad range of stakeholders across the community to support the Culture team in the delivery of services and programs that will sustain and strengthen Gunaikurnai cultural practices.

The Program Administrator Culture is responsible for confidential and time sensitive material and will ensure all duties are completed accurately and delivered with high quality and in a timely manner. The Program Administrator Culture provides exceptional customer service and administrative support to the Culture team and all internal and external stakeholders.

**Role Accountabilities**

<b>Day to day Operations</b>	<ul style="list-style-type: none"> <li>• Support the administrative requirements of service requests</li> <li>• Support the administrative requirements of the Elders Council</li> <li>• Support the administrative requirements of the Membership register</li> <li>• Support the ongoing review and administrative requirements of Cultural Hub protocols</li> <li>• Assist in the coordination of events and engagement activities</li> <li>• Coordinate quotes and invoicing for the Culture team</li> <li>• Key point of contact between the GM Culture and external colleagues and stakeholders</li> <li>• Develop and format presentations, speaking notes etc.</li> <li>• Coordinate all travel and accommodation arrangements for the GM Culture</li> <li>• Prepare and distribute internal and external correspondence on behalf of the GM Culture</li> <li>• Ensure all tasks are performed with discretion, sound judgement and confidentiality</li> <li>• Provide customer service to all internal and external parties</li> </ul>
<b>Community Membership &amp; Cultural Events</b>	<ul style="list-style-type: none"> <li>• Co-ordinate in support of the CEO Office and Board, the annual AGM.</li> <li>• Develop and co-ordinate membership events that engage the community and promote increased membership and are aligned to the cultural and strategic plans</li> <li>• Support Native Title full group meetings and conversations by liaison with GLaWAC’s legal team and NTCH Subcommittee</li> <li>• Ensure all events promote GLaWAC’s brand and reputation positively</li> <li>• Maintain a current membership list</li> <li>• Support meetings by setting up and ensuring IT requirements are met, meeting papers are available, taking and distributing Organising catering for internal and external stakeholder meetings</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Provide a high level of support to other GLaWAC administration staff as part of a team that is efficient, effective, and culturally respectful</li> <li>• Regular liaison with stakeholders, members, Elders, and community leaders</li> <li>• Work collaboratively with all staff</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Create and maintain administrative files and meeting notes as required</li> <li>• Assist with the collection of data to support Culture teams</li> <li>• Ensure compliance with reporting requirements</li> </ul>



	<ul style="list-style-type: none"> <li>• Support Business team when annual external audits required</li> </ul>
<b>OH&amp;S</b>	<ul style="list-style-type: none"> <li>• Undertake all work in a safe responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy</li> <li>• Reinforce a Safety-First Culture</li> <li>• Stop any unsafe acts or processes that seem dangerous or unhealthy Ensure the welfare and safety of all staff including strict compliance with OH&amp;S policies and GLaWAC safety Policies. Brief and supervise crews.</li> <li>• Follow established OHS requirements</li> <li>• Conduct maintenance checks and actions as required.</li> <li>• Report any incidents or concerns to managers and through provided reporting mechanism</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Must demonstrate the GLaWAC values at all times</li> <li>• Other duties as required</li> </ul>

### Specific Role Competencies

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Effective organisational, project management and problem-solving skills</li> <li>• Can maintain a realistic balance with multiple, sometimes competing priorities</li> <li>• Exceptional interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Strong attention to detail</li> <li>• Friendly and professional manner</li> <li>• The ability to exercise sound judgment and professional discretion</li> <li>• Intermediate to advanced Microsoft Office skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups</li> <li>• Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Traditional Owner led communities and organisations, knowledge of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</li> </ul>

### Core Leadership Capabilities

<b>CAPABILITY</b>	<b>BEHAVIOUR</b>
<b>Business Acumen</b>	<ul style="list-style-type: none"> <li>• Has a strong understanding of the business</li> <li>• Understands what GLaWAC does and how this applies to their role</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Understands the key business goals of GLaWAC and how they contribute to it in their role</li> </ul>
<b>Collaboration &amp; Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Builds and maintains strong relationships across the business and with partners<sup>[SEP]</sup></li> <li>• Works collaboratively with peers and other teams</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Tailors written and verbal communication to different audiences</li> <li>• Demonstrates active listening skills</li> <li>• Seeks clarification to build understanding of the other person's needs</li> <li>• Is able to express thoughts and articulate their ideas in a clear and concise manner (appropriate to the needs of the audience)</li> <li>• Effectively manages conflicts</li> </ul>
<b>Delivery Focus</b>	<ul style="list-style-type: none"> <li>• Always does what they say they will</li> <li>• Meets required deadlines with high quality output</li> <li>• Prioritises workload to achieve results and has the courage to ask for help if needed</li> <li>• Demonstrates the resilience to keep moving forward when faced with business challenges</li> </ul>
<b>Manages Self</b>	<ul style="list-style-type: none"> <li>• Is self-aware; knows personal strengths, weaknesses, opportunities and limits</li> <li>• Is cool under pressure, does not become defensive</li> <li>• Is open to and seeks feedback</li> <li>• Learns from mistakes</li> </ul>



### **Mandatory Licence and Checks**

- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Current Victorian Manual Driver's Licence
- Reasonable fitness to undertake duties
- Working with children check
- Satisfactory Police Check
- First Aid

### **Key Relationships**

#### **Internal**

- All employees
- All leaders

#### **External**

- External Agencies
- Vendors and suppliers
- Community Members