

Western Australian Council of Social Service Inc Position Description

Position Title	Corporate Services Project Officer
Classification Level	WACOSS Staff Agreement 2024 – Level 3 (\$81,183 pro rata plus 11.5% superannuation)
Reporting line and roles under direct responsibility	Executive Manager, Corporate Services
Contract length and Hours	12 Month part-time contract, 22.8 hours per week (flexible)

ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society.

As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.

To create equitable and empowered communities WACOSS works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.

WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide.

Primary Objectives

Working closely with the Corporate Services Executive Manager, the Project Officer will undertake a coordination of variety projects within the Corporate Services team.

They will be responsible for the development and maintenance of systems that support WACOSS' work, reporting and event planning/coordination.

We are looking for a candidate with highly developed communication skills, both written and oral; advanced IT and database management skills, attention to detail and a can-do attitude.

Key Duties and Responsibilities

Administration and project support	<ul style="list-style-type: none"> • Undertake project administration, planning, implementation and track reporting requirements • Ensure adequate systems are established to monitor and track various WACOSS projects • Ensure that the administrative requirements are aligned to best practice processes and other activities are adequately met including: <ul style="list-style-type: none"> ○ Management of files, including financial records in accordance with WACOSS policies and information management system ○ Ensuring program and project reports completed as required ○ Ensuring all the correspondence with internal and external project stakeholders is responded to in timely manner • Undertake activities as required to meet the contractual obligations related to the WACOSS funding contracts. • Assist with the development and review of internal WACOSS policies • Produce draft reports, correspondence and presentations in a timely and accurate manner • Maintain accurate and updated records using the electronic diary, mail, and computer databases • Advertise all new positions as directed and support the shortlist all applicants • Support the Corporate Services Executive Manager to maintain staff records and systems
Events and stakeholder meetings	<ul style="list-style-type: none"> • Assist with the planning and organisation of forums, meetings and events • Assist and actively participate in stakeholder meetings as required • Develop and maintain positive working relationships with a variety of WACOSS stakeholders • Draft paperwork for WACOSS Board subcommittee meetings • Take accurate meeting minutes for WACOSS Board subcommittee meetings
Finance support	<ul style="list-style-type: none"> • Ensure all financial records are stored in accordance with WACOSS policies and information management system • Assist with fortnightly payroll and supplier processing
WACOSS	<ul style="list-style-type: none"> • Participate in team meetings, the development of strategic and operational plans and other internal processes as required • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work • Demonstrate commitment to WACOSS Mission, Purpose and Values
Other duties	<ul style="list-style-type: none"> • Other tasks as appropriate, relevant and directed

Selection Criteria

Essential

- Proficient technology skills including the MS Office suite (particularly Word, Excel, PowerPoint and Teams) and ability to identify, access and use online services
- Excellent interpersonal, relationship building and stakeholder management skills with the proven ability to engage with business and not for profits
- Excellent written and verbal communication skills
- Experience with contract/grant management
- Ability to work independently, flexibly and use initiative to problem solve in a fast-paced and changing work environment
- Excellent computer, organisation and administration skills
- Current Police Clearance and WA driver's license
- An ability to support and operate within the WACOSS Mission, Purpose and Values

Desirable

- Experience in the not for profit/non-government sector
- Accounting and bookkeeping skills
- Relevant tertiary qualification in business or similar
- Relevant tertiary qualification

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.