

Position Description

Office Coordinator

This is a permanent, full-time position.
Sydney based

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

Our work combines:

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes.

Our priorities include reducing homelessness; First Nations justice; climate change and social justice; equality and non-discrimination; asylum seeker rights; and the fair use of police powers.

2. Operations team

The Office Coordinator is a member of PIAC's operations team which includes governance, finance, fundraising, human and physical resources and information technology.

3. Position overview

Reporting to the Chief Operating Officer (COO), the Office Coordinator provides operational and administrative support and is the first point of contact for the public. The Office Coordinator oversees office management, calendar management and provides support in human resources, finance and other operational areas as required.

4. Major accountabilities

4.1 Office management

- 4.1.1 Provide high quality reception support, including greeting visitors, answering phones, managing shared email inboxes, distributing mail and managing couriers and deliveries.
- 4.1.2 Coordinate meeting room set-up including assisting with meeting room technology.

- 4.1.3 Monitor and order office and kitchen supplies and oversee tidiness of reception, kitchen, and meeting rooms.
- 4.1.4 Assist with planning training and events, including regular socials.
- 4.1.5 Calendar management including organizing meetings and events for the CEO and the organisation.
- 4.1.6 Assist in the coordination of staff wellbeing program.
- 4.1.7 Provide general administrative and clerical support.

4.2 Administrative Support

- 4.2.1 Coordinate recruitment including drafting and placing advertisements, receiving applications and arranging interviews.
- 4.2.2 Assist in induction process, including preparation of induction folders, filing/databasing staff details and organising induction meetings where required.
- 4.2.3 Provide office tour inductions for new staff including orientation into office systems.
- 4.2.4 Champion Work Health and Safety, including as First Aid Officer.
- 4.2.5 Support the coordination activities of events including staff training.
- 4.2.6 Support the successful implementation of PIAC's Reconciliation Action Plan.
- 4.2.7 Bank cheques and reimburse petty cash.
- 4.2.8 Other duties as reasonably required.

5. Knowledge, skills and experience

5.1 Essential

- 5.1.1 Experience providing high level administrative and office management support.
- 5.1.2 Excellent time management and organisational skills, with an ability to plan and prioritise and remain calm at times of pressure.
- 5.1.3 Positive, flexible attitude, and the ability to exercise initiative and judgement.
- 5.1.4 Ability to maintain a high degree of discretion in dealing with sensitive and confidential matters.
- 5.1.5 Intermediate skills in Microsoft 365 applications, including Word, Outlook, Excel, PowerPoint.
- 5.1.6 Excellent interpersonal and communication skills, able to deal courteously with a wide range of people.

5.2 Desirable

- 5.2.1 Familiarity with MS Teams and SharePoint and experience in using CRM databases.
- 5.2.2 First Aid Certificate, or a willingness to undertake First Aid training.
- 5.2.3 Understanding of issues facing people experiencing social and economic disadvantage.

6. Conditions

PIAC is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce.

Annual salary range: \$80,716 to \$86,822 plus leave loading and superannuation.

PIAC is a Public Benevolent Institution and is currently able to offer salary packaging options subject to PIAC's Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

PIAC's Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Public Interest Advocacy Centre Enterprise Agreement](#).

The position is offered as a permanent full time role based in the PIAC office.

PIAC is committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety.

7. Applications

Your application should be no longer than 6 pages in total. An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'knowledge, skills and experience').

There is no closing date. Please send your application as soon as possible.

Applications should be sent by email to jobs@piac.asn.au

Inquiries about the position should be addressed to:

Joanne Green

COO

jobs@piac.asn.au

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact Jessica Leung at jobs@piac.asn.au.