

SYDNEY COASTAL COUNCILS GROUP INC.

councils **caring** for the coastal and estuarine environment



Office Manager

Information Package

January 2024

The SCCG

The Sydney Coastal Councils Group (SCCG) is a voluntary Regional Organisation of Councils representing nine councils (www.sydneycostalouncils.com.au) in coastal and estuarine areas of the Sydney region. Established in 1989, the SCCG promotes cooperation and coordination between Member Councils with the mission to engage with our members and their communities to lead sustainable management of the region's coastal and estuarine environment through collaboration, capacity building, advocacy and research.

The SCCG is an incorporated body under the Associations Incorporation Act. The organisation's activities are overseen by the Secretariat which currently comprises the following positions:

- Executive Officer
- Principal Project Officer – Coastal Management
- Principal Project Officer – Estuary Management

The Group operates largely through three committees:

- Executive Committee (Councillors and Senior Staff) through which governance of the SCCG is effected.
- General Managers/CEOs Forum (GM/CEO or Senior Staff of Member Councils) which is delegated high level operational matters from the Executive Committee.
- Technical Committee (Technical Staff of Member Councils) through which capacity building and collaboration are enabled under four themes – biodiversity, water quality, coastal & estuarine hazards and smart cities.

There is also a Sand Management Working Group and Grants Committee. The SCCG also holds regular meetings to engage with key state agency partners including Department of Planning, Industry and Environment, Sydney Water and Transport for NSW.

The SCCG also delivers specific projects from time to time through grant funding.

The work of the SCCG is guided by the Strategic Plan 2019-2029 which sets six goals that bring focus to providing value for members for enhancing and protecting Sydney's coastal and estuarine environments:

1. People and places adapt to a changing climate and future shocks and stressors
2. Waterways and the foreshore are protected and healthier
3. Marine biodiversity is protected in the bioregion
4. The SCCG Region is comprised of sustainable, livable and 'smart' cities
5. There is a collaborative, effective and consistent approach to coastal and estuarine management
6. SCCG is trusted and respected to make representations that reflect the values of its members

An annual operational plan sets priority activities under the six goals.

The SCCG delivers its activities through four enablers which are:

- Advocacy
- Collaboration
- Capacity Building
- Research

Additional Information related to Sydney Coastal Council Group and its activities can be found on our website www.sydneycostalouncils.com.au.

POSITION DESCRIPTION

PROFILE

Organisation:	Sydney Coastal Councils Group Incorporated (SCCG). The position is within the SCCG Secretariat.
Position Title:	Office Manager
Responsible to:	The Office Manager reports to the Executive Officer.
Tenure:	A part-time performance-based contract (subject to a successful 3-month probation) at 3 days per week until 1 July 2025. Additional days may become available after 30 June 2024.
Location:	The SCCG works remotely, with a weekly team day at UNSW Water Research Laboratory at Manly Vale.
Travel:	The Office Manager is required to attend meetings, seminars and the like at external venues from time to time.

EMPLOYMENT CONDITIONS

Salary:	\$40,000 salary per annum for 3 days per week. Remuneration package includes superannuation and phone and internet allowance, as per contract.
Superannuation:	In accordance with the Superannuation Guarantee Legislation.
Payment of Wages:	Paid fortnightly by direct bank credit.
Hours of Work:	38 hours per week – pro rata 22.8 hours per week.
Award:	Local Government Industry Award 2010.
WHS & EEO:	All employees must adhere to the Rules, Regulations and Policies of the SCCG and its host Council relating to both Work Health and Safety, and Equal Opportunity Employment.

POSITION SUMMARY

Primary Purpose

To assist in developing and maintaining administrative systems and for providing efficient secretarial support to the SCCG Secretariat.

Position Summary

Key task areas include office administration, database and systems management, finance management, website maintenance, preparing communications, reports and meeting papers, implementing meeting/event logistics and providing customer service.

The Office Manager may also assist with project related tasks which the SCCG is project managing. Tasks could include desk-top research, coordination and dissemination of complex information and data analysis. You will also have a role in developing media and communications material, web-site management and submissions to Government. This would be dependent on capacity and priorities, as determined from day-to-day.

The role will require the candidate to work in a small team environment. The successful candidate will be an enthusiastic professional with a positive attitude, who is dependable and highly organised with demonstrated time management, high-level attention to detail and the ability to multi-task to best support the Secretariat to complete its work efficiently.

KEY ACCOUNTABILITIES

Office Management and Administration

- Provide administrative and secretarial services such as electronic filing and records management, mail receipt and maintaining databases.
- Assist with the SCCG Secretariat finance management.
- Assist in the exchange of information/resources between SCCG, member councils and other stakeholders, including accessing up-to-date publications and information on coastal management issues and trends, science, legislation and policy relevant to local government.
- Administer updates/changes to the SCCG website.
- Prepare agendas for meetings and write up meeting minutes/workshop outcomes reports.
- Prepare correspondence and other documentation.
- Maintain a central diary of commitments of the Secretariat to assist in the efficient operation of the Group, including setting up regular meeting schedules and maintaining contact lists.
- Manage and maintain the office equipment and administer the Group's IT systems, software licences and the management of the external IT contractor as required.
- Assist in the delivery of environmental education programs including Get-the-Site-Right and Summerama.
- Update the annual SCCG Funding Guide.
- Provide a high level of customer service to members and other stakeholders (on the telephone, written correspondence and when representing the SCCG in person).

Project support (as capacity allows)

- Liaising with councils and state agencies for data collation.
- Assist in the collation of research, pulling together information for case studies and reports, as well as creating surveys using survey monkey.
- Perform other relevant duties as directed by the Executive Officer and Principal Project Officer.

KEY ATTRIBUTES

- Efficient, self-motivated and uses initiative in planning and implementing tasks.
- Ability to take direction, and then work either independently or within the team to complete tasks/projects to desired outcomes.
- Flexibility - demonstrated ability to adapt and welcome new ideas, and a willingness to tackle challenges.
- High level attention to detail.
- Productive with an ability to multi-task.
- High level customer service and ability to build and maintain relationships.
- Friendly and team orientated.
- Honesty and professional integrity.
- Interest in working in the environmental field.

SELECTION CRITERIA

All Essential and Desirable Criteria provided below must be addressed.

ESSENTIAL

1. Qualifications

Tertiary qualifications in coastal or environmental management, planning or engineering or a related field.

2. Skills & Knowledge

a) Administration

- Experience or aptitude in business administration and willingness to develop a thorough understanding of administrative procedures and processes
- Experience or aptitude in providing secretarial support, including taking minutes, drafting correspondence
- High level attention to detail
- Excellent database management skills
- Experience or aptitude liaising with external contractors

b) Organisational

- Excellent time management skills and ability to meet tight deadlines
- Demonstrated organisational skills

c) Communication

- Excellent written and verbal communication skills
- Customer service skills and experience in building and maintaining relationships

d) Computer skills

- Sound computer skills, including proficiency with programs including Microsoft Outlook, Word, PowerPoint, Excel and Adobe Acrobat professional
- Experience in website management, preferably Wordpress

e) EEO & WHS

- Knowledge and understanding of Equal Employment Opportunity, Ethical Practice and Work Health and Safety.

DESIRABLE

1. Knowledge of Local Government operations and/or experience working in Local Government or another Government organisation.
2. Experience working in a small team environment.
3. Understanding of environment issues and practices, particularly coastal management issues, or the willingness and capability to learn this information on the job.
4. A Drivers Licence.

HOW TO APPLY

Thank you for your interest in applying for the position. The following information has been provided to assist you with your application.

What should I include in my application?

Applications should be clear and concise and **must** include:

- a) A resume that summarises your employment history, experience, education and the name and telephone number of two referees (people who have directly supervised you or who have knowledge of your capacity to perform the duties of the advertised position)
- b) A letter addressing essential and desirable selection criteria is required in order for your application to be assessed.

You could use the follow five steps to assist you to write your response:

- a. Open with a positive statement explaining how you meet the criterion.
- b. Provide an outline of a situation where you applied the skill etc. detailed in the criterion.
- c. Outline your role or responsibilities in this situation.
- d. Detail the actions you took to achieve the outcome(s).
- e. Describe the result(s) of your action(s).

Submission of applications

Applications are to be submitted by email to admin@sydneycoastalcouncils.com.au by the closing date with the title 'Application for Office Manager Position'. Enquiries about the role prior to the submission date can also be directed to this email address.

Closing date

8.30am Wednesday 24 January 2024

Selection process

The SCCG's selection process is based on merit principles and equal employment opportunity.

A selection panel will assess the relative merit of your application by reviewing your resume and assessing how well you meet the essential and desirable selection criteria. The relationship between your qualifications, skills, knowledge and attributes and those required for the position will also be considered. Applicants deemed suitable for further assessment will be shortlisted and invited for an interview before the selection panel. This may be a brief interview initially by Teams videoconference, followed by a further short listing of applicants to be invited for face-to-face interview.

Referees

We will not contact your referees without first discussing this with you. Applicants are strongly encouraged to make suitable arrangements with their nominated referees prior to the lodgement of their application.

Making an offer

The successful Applicant will be offered employment once interviews are completed and referee checks have been undertaken and the results confirm that the Applicant can meet the requirements of the role.

Additional Information

If you have any queries, please contact admin@sydneycoastalcouncils.com.au.