

POSITION DESCRIPTION

Position	Australia ICOMOS Secretariat Officer
Reporting to	The incumbent reports to President of Australia ICOMOS and/or the Office Bearers of Australia ICOMOS
Direct reports	None
Employment status	Casual—currently 20–25 hours per week Monday to Friday, but may vary with operational needs, workload and the financial position of the organisation.
Job classification and grade	This position corresponds with Level 4 of Clerks—Private Sector Award 2020. The pay rate is \$35 – 40 per hour (including the 25% casual loading) plus superannuation, and will be negotiated with the successful candidate commensurate with experience.
Overview of the organisation	Australia ICOMOS is a non-government, not-for-profit, membership-based organisation of cultural heritage professionals, whose mission is to lead cultural heritage conservation in Australia by raising standards, encouraging debate, and generating innovative ideas. It is the Australian National Committee of the International Council on Monuments and Sites (ICOMOS), one of the advisory bodies to UNESCO on World Heritage. Australia ICOMOS is managed by an Executive Committee of fifteen members—all Executive Committee (EC) activities and other projects/activities are undertaken by members on a voluntary basis.
Purpose of the position	The Secretariat Officer is employed by Australia ICOMOS to support the activities of the Executive Committee and to provide member services. This is achieved by ensuring that all administrative and associated tasks are completed in a professional and timely manner. The Secretariat Officer is the public face of Australia ICOMOS and often the first point of contact for prospective new members, purchasers of publications, or interested members of the public. It is essential that the Secretariat Officer reflects the professional and ethical standards that Australia ICOMOS is dedicated to uphold.
Key responsibilities	▪ Respond to all incoming matters (including but not limited to general and specific queries, publication orders, membership applications, etc) in a timely manner, or refer on as appropriate ▪ Collate newsletter items, create and publish the weekly newsletter ▪ Coordinate all tasks associated with the journal published by the organisation ▪ Provide some administrative support for events, including conferences in the years that these are held (note that professional conference organisers are usually engaged) ▪ Maintain the integrity of the membership database and manage the yearly renewal cycle ▪ Provide administrative support to the Executive Committee in relation to various programs that the organisation runs on an annual basis ▪ Provide administrative support to the Executive Committee in relation to various governance matters, including the organisation's statutory reporting requirements ▪ Provide various reports to Executive Committee meetings (held quarterly) ▪ Manage website content

	▪ Work with the Australia ICOMOS bookkeeper to maintain the financial records of the organisation, including the quarterly BAS and annual financial audit ▪ Other tasks as directed
Requirements of the position (selection criteria)	Skills and qualifications: ▪ Previous administration and clerical experience; experience of understanding of the not-for-profit landscape would be advantageous ▪ Demonstrated proficiency in a broad range of Microsoft Office products and other software applications ▪ Experience with web content management ▪ Knowledge of contemporary operational accounting and book-keeping practices is desirable ▪ A Diploma or Certificate IV in Business Administration is desirable, but not mandatory Capabilities: ▪ Ability to work effectively with limited supervision, with the capacity to collaborate with others where required ▪ Excellent interpersonal, verbal, and written communication skills ▪ Highly-developed organisation and time management skills, including the ability to take responsibility for tasks, to work to deadlines and to manage multiple / competing programs of work ▪ Demonstrated ability to learn new software applications quickly and on the job ▪ Flexibility to respond efficiently to changing priorities ▪ Ability to take direction and report to managers ▪ Ability to liaise with stakeholders from a variety of settings, both internal and external ▪ Sound judgement and problem-solving skills ▪ Excellent attention to detail and good record-keeping
Key stakeholders (internal/external)	Australia ICOMOS Executive Committee Australia ICOMOS members ICOMOS Deakin University
Work, health and safety	Workers must abide by all ICOMOS policies and procedures, take reasonable care for their own health and safety, and for the health and safety of others and the environment.

Other	▪ The incumbent must have the right to live and work within Australia. ▪ A current driver licence and access to own car is highly desirable, occasional travel may be necessary. ▪ Australia ICOMOS will be hosting the 21st triennial General Assembly and Scientific Symposium of ICOMOS in Sydney in September 2023. This exciting international event has its own organising structure, but the Secretariat Officer may have some related duties.
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities, and needs of the organisation.

Name

Date

Employee signature
