

# Position Description

<b>Position title:</b>	Office Manager, Corporate Services Division
<b>Date established:</b>	July 2018
<b>Reports to:</b>	Chief Operating Officer (COO)
<b>Direct reports:</b>	Nil
<b>Employment status:</b>	Maximum-term contract – 5 years, full-time (1 FTE)

## Background

The Sax Institute is a leading Australian expert body in helping decision makers find and make best use of research to solve real-world health and social problems.

We connect individuals and organisations with research, we build research platforms that generate new knowledge for use in decision making, and we lead thinking and knowledge around how to ensure more research has a real-world impact.

We are a transformative organisation established to develop innovative ways of better connecting knowledge from research with those who can use it.

## Program Area – Corporate Services

Corporate Services (“CS”) provides support services to all areas of the Sax Institute. The services cover a range of responsibilities at the Institute including Legal, Risk management, Governance, Compliance, Finance, IT and Office & Facilities management.

## Purpose of position

You will be responsible for all aspects of the efficient and smooth running of the Sax Office (level 12 & 13) as well as for providing administrative support to the various members of the CS team (level 12) and will be providing Executive Administrative support to the COO as and when required.

## Key accountabilities

Key accountabilities	Performance expectations
<b>Office &amp; Facilities Management</b>	<ul style="list-style-type: none"> <li>• Coordination of facility management requirements (handyman etc)</li> <li>• Office phone coverage / reception (Office hours of 9:00am to 5:00pm)</li> <li>• Office Mail (incoming and outgoing)</li> <li>• Management of Office petty cash transactions</li> <li>• Management of Security Cards (staff and visitors)</li> <li>• Manage seating requirements and maximise Office utilisation for all Staff; Advisors; Casuals; and Visitors who may require office space</li> <li>• The ordering and maintaining of Stationary, Office Supplies &amp; Incidentals</li> <li>• Managing the courier orders</li> <li>• Managing the mobile phone account with account manager</li> <li>• Raising of PO's; reconciliation and managing of invoices for payment (eg Cab charge; Optus)</li> </ul>

Key accountabilities	Performance expectations
<b>Office &amp; Facilities Management (cont.)</b>	<ul style="list-style-type: none"> <li>• Share general office administrative duties with other administration staff, including kitchen roster</li> <li>• Facilitate the periodic Office administration Update Meetings</li> <li>• Liaising with UTS Centre management regarding building issues and updates</li> <li>• Establishment and coordination of Kitchen rosters</li> <li>• Bike rack and locker key management; and</li> <li>• Management of security bins and recycle bins.</li> </ul>
<b>General support across the CS function</b>	<ul style="list-style-type: none"> <li>• Raise purchase orders and invoice coding for CS team(s)</li> <li>• As required, to provide a range of administration support to CS managers</li> <li>• Maintain CS filing (paper and electronic) as required (IT; Commercial; Finance – not HR)</li> <li>• Support the HR Manager with new Staff onboarding requirements</li> <li>• Support the HR Manager with periodic Staff update meetings</li> <li>• Assist various CS Director(s) with periodic ad hoc duties – as required.</li> </ul>
<b>EA support to the COO</b>	<ul style="list-style-type: none"> <li>• Attendance at the CS Team meetings</li> <li>• Assist with collation and distribution of Audit and Risk committee papers</li> <li>• Assist with other reporting requirements as required</li> <li>• Coordination of Calendar meetings / appointments.</li> </ul>

### Qualifications, Skills, Experience and Personal Qualities, Selection Criteria

To be successful the Office Manager should demonstrate the following technical and behavioural competencies:

#### Essential

- Minimum of 3 to 5 years' demonstrated experience in an Office Management / Facilities role
- Ability to effectively manage and balance priorities
- High interpersonal skills, excellent level of written and verbal communication and multi-tasking skills
- Demonstrated ability to work without supervision and complete tasks in a proactive, timely and efficient manner
- Proven record in service orientation; with an ability to communicate and work effectively at all levels
- Strong administration, time-management and organisational skills
- Attention to detail and the ability to meet deadlines; and
- Proficiency in Microsoft Office.

#### Desirable

- Adaptable to new technologies; and
- Proficient in diary management.

#### Challenges

- Ensuring the co-operation of all program areas to meet overall Sax requirement.

### **Key stakeholders and relationships**

- Sax Program Staff;
- External supply and service providers;
- Sax Administration Officers;
- Division Heads;
- Corporate Services team; and
- COO.

### **Key meetings/committees/working groups (that this role must be a part of)**

- Sax Administration meetings
- Corporate Services meetings