



SUPPORT OFFICER

JOB & PERSON SPECIFICATION

MAY 2018



NINTI INNOVATION
ONE FOR REMOTE
AUSTRALIA

Position Description

National Best Practice Unit for Tackling Indigenous Smoking (NBPU TIS)

The National Best Practice Unit for Tackling Indigenous Smoking supports regional tobacco grant recipients in their efforts to reduce the rates of smoking among Aboriginal and Torres Strait Islander people.

Position: Support Officer

Reports to: Manager NBPU for Tackling Indigenous Smoking

Hours: Full time 38 hours per week

Location: Adelaide

Key Responsibilities:

Events and Travel

- Organise NBPU workshops, conferences, and meetings including speakers, venues, catering, audio visual equipment, marketing and documentation as well as the provision of on-ground support at events as required
- Arrange travel and accommodation for NBPU staff and associated experts including key stakeholder representatives

Document and Record Keeping

- Manage NBPU records and documentation on the Global “N Drive” and the Ninti Management System (NMS)

Finance

- Liaise with Ninti One admin support staff in relation to NBPU related payments and invoicing

IT and Data Management

- Assist with managing the Unit’s ICT including liaising with Ninti staff to troubleshoot problems, set up computers and other electronic equipment such as phones

Additional Duties

- Assist the NBPU Manager to report against project contract requirements
- Assist to develop NBPU annual activity plan and progress reports
- Maintain NBPU contacts database and calendar
- Establish and maintain logs of enquiries to NBPU and report as required
- Responsible for managing NBPU equipment and supplies including stationery, kitchen, cleaning services
- Organise and attend weekly NBPU team meetings



- Secretariat services to NBPU operational group and working groups
- Undertake NBPU administrative tasks such as printing, filing, record management, photocopying and binding
- Liaise with Ninti One support staff to ensure effective interactions between NBPU processes and Ninti requirements
- Arrange for NBPU business cards and name tags if required
- Perform reception duties if required
- Complete a fortnightly timesheet to be submitted to the Manager for approval
- Carry out other duties as negotiated



HOW TO APPLY

Applications in Word format only should be forwarded to Lucy Dinnison-Mitchell by email to 23186@hender.com.au

Telephone enquiries are welcome and may be directed to Lucy or Justin Hinora on (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.