

ADVERTISEMENT

AUSTRALIAN POETRY CENTRE

ADMINISTRATIVE ASSISTANT

Part-time position - 20 hours per week

(SALARY 19,680 plus 9% superannuation. One year, renewable contract)

EXCITING EMPLOYMENT OPPORTUNITY

This position calls for wide-ranging skills and exceptional personal attributes. It also presents a unique opportunity to make a real contribution to an exciting development - the establishment of the Australian Poetry Centre, whose charter is to promote the reading, writing, reviewing and appreciation of poetry.

The successful applicant will have a track record that demonstrates the ability to maintain financial records, as well as database and record systems, and to provide administrative support to diverse projects and activities. Proficiency in office systems and software are essential. The work needs someone who is both a self-starter and a team player. Working to the APC Director, and with APC members, volunteer staff, and liaising with a wide range of people will require high-level interpersonal skills.

The Centre will be located in East St. Kilda, Melbourne, and it is anticipated that employment will take effect from March 2007.

To be considered for interview, applicants must address the full selection criteria outlined in the position description. The position description can be downloaded from the website of the Poetry Australia Foundation, www.poetryaustraliafoundation.org.au or contact Ron Pretty rpretty@unimelb.edu.au

SEND APPLICATIONS TO:

Ron Pretty, Poetry Australia Foundation, School of Creative Arts, Melbourne University, Parkville, Vic.3010

Mark the envelope: APPLICATION

Applications can be emailed to rpretty@unimelb.edu.au but a hard copy must also be forwarded.

CLOSING DATE FOR APPLICATIONS – 23 January 2007

Applications to be postmarked no later than 23 January 2007

INTERVIEWS - It is anticipated that interviews will take place in mid February 2007.

FURTHER INFORMATION

Ron Pretty rpretty@unimelb.edu.au

Sandra Hill fittsbusiness@ozemail.com.au

POSITION DESCRIPTION

POSITION TITLE	ADMINISTRATIVE ASSISTANT AUSTRALIAN POETRY CENTRE
DATE OF EFFECT	1 March 2007
TYPE OF EMPLOYMENT	1 year contract, renewable annually Part-time, 20 hours per week
GENERAL RESPONSIBILITY STATEMENT	Under direction, to assist in the establishment of the Australian Poetry Centre. which aims to promote the reading, writing, reviewing and appreciation of poetry. To provide administrative support services, including accounts, records, and office systems, to the Director, the Centre, and APC projects and activities.
REPORTING TO	DIRECTOR, AUSTRALIAN POETRY CENTRE
LIAISES WITH	Board and members, Australian Poetry Centre Writing-related organisations Community Sector agencies Relevant Local Govt./State/Federal Bodies
LOCATION	The Australian Poetry Centre will be located in East St. Kilda, Melbourne, Victoria, at 'Glenfern' the National Trust Centre for the Arts and Culture.
HOURS OF WORK	This part-time position is for 20 hours per week. It is anticipated that usually this would involve four hours a day on each of five weekdays. The details of arrangements, however, will be subject to negotiation. Occasionally it may be necessary to work on weekends or evenings (e.g. for meetings or workshop administration).

1. ORGANISATIONAL INFORMATION

1.1 Introduction

The Australian Poetry Centre, (APC), has been developed under the auspice of the Poetry Australia Foundation, (PAF), a not-for-profit community-based organisation that was set up in 2002 to promote the reading, writing, reviewing and appreciation of poetry. Further details of PAF can be found in the PAF brochure and newsletters. See the PAF website at www.poetryaustraliafoundation.org.au

Following formal incorporation, the Australian Poetry Centre will become the successor organisation to PAF, with transfer of assets, programs, and membership.

The Australian Poetry Centre will initially be established through a grant from the Copyright Agency Limited, (CAL).

1.2 Strategic Plan 2007 - 2009

The Strategic Plan for the Australian Poetry Centre, at the time of writing this document, is in the early stages of development. The draft Strategic Plan includes the following elements:

Mission: To promote the reading, writing, reviewing and appreciation of poetry.

Vision: A society where poetry is enjoyed and valued as an integral part of personal and community life.

Values:

We welcome diversity of practice in the art of poetry.

We will aim to strengthen Australian poetry practice and extend its reach, both in Australia and overseas.

We will develop an organisation that is both professional in outlook and approachable in style.

We will be accountable for the projects we manage and the services we provide.

We will provide equitable access to the products and services we provide.

We will aim continuously to improve the quality of our projects and services.

We will be flexible and responsive to change.

We will encourage teamwork in the APC organisation.

We will establish healthy co-operative relations with our community networks and other organisations.

Strategic Priorities:

Financially viable organisation and services

Quality programs, projects and services to be established

An effectively staffed organisation

Co-operative community relations

2. STAFFING OF THE AUSTRALIAN POETRY CENTRE

Staff of the Australian Poetry Centre will be appointed by the APC Board of management, which has a governing role and overall responsibility for decisions relating to policy, finances, staffing, and strategic priorities and directions.

The APC has been awarded a grant by the Copyright Agency Limited (CAL) to fund two salaries during the establishment phase of the Centre.

Staffing will comprise a Director (full-time position) and an Administrative assistant (part-time position). Details about the role and responsibilities of the Director can be found in the position description posted on this website. Details regarding the Administrative Assistant are below.

In addition to these two paid employees, volunteer staff will play a crucial role in the success of the work of the APC.

3. ROLE OF ADMINISTRATIVE ASSISTANT

WORKING ENVIRONMENT

The term 'administrative assistant' describes the essential work of this position: accounts need to be kept and managed, data-bases maintained, equipment purchased, website and record systems kept up to date, workshops and other events organised. Fundamentally, the operations of the Australian Poetry Centre need to be supported efficiently and effectively. Yet in other ways, the job title falls short since it fails to convey the importance of the position and the exciting potential that the work offers.

With only two paid employees at the core of APC operations, both are of outstanding importance. And the help of volunteers is essential too. So the administrative role requires teamwork of a high order. Flexibility is important, as is the ability to manage stress when under pressure. Excellent people and presentation skills are integral to the role.

The setting up an organisation is an exciting and creative phase. Tasks are diverse, demands are huge, opportunities exponential. In this heady environment, work planning systems and time management are critical, and the APC will need excellence in all its administrative systems.

Hence this position calls for wide-ranging skills and exceptional personal attributes. We're looking for an Admin assistant who can handle anything that comes along with a proactive and positive attitude.

ROLE OF ADMINISTRATIVE ASSISTANT

Under direction, to:

- maintain, manage and report accounts and finances
- provide administrative support and office services
- assist in establishing the Australian Poetry Centre
- assist with developing the volunteer programme
- undertake administration of APC projects, meetings, workshops etc

3. KEY RESULT AREAS and MAJOR RESPONSIBILITIES

The scope of the work is varied and extensive. Priorities and targets will be set in discussion with the employee, and these will be formally reflected in the development of Key Performance Indicators for the areas below.

Under the direction of the Director of the Australian Poetry Centre, to:

3.1 Maintain, manage and report accounts, including

Post, balance, monitor, and reconcile monthly ledgers, budgets, and financial reporting system reports; manage payroll functions; may manage petty cash disbursements and reconciliations. Track all processes to ensure proper payments are made in a timely manner..

Create spreadsheets, including formulas, to organise, display and summarise data, to facilitate analysis.

Assist with preparation of material for grants, contracts, and budgets.

Monitor trends and funding levels and prepare reports that summarise financial and other statistical information related to APC accounts, budgets, programmes, and operations.

Liaise with the Director and APC Treasurer, as required.

3.2 Provide administrative services, including

Establish filing, database, and records systems and procedures, and associated manuals.

Undertake a variety of record-keeping functions such as filing and maintaining ledgers, logbooks, bookkeeping, and membership records.

Maintain website, or oversight maintenance of website.

Compile information and data for reports; maintain statistical records and tabulate data.

Manage mail and maintain correspondence and other tracking systems. Write routine correspondence, and draft other correspondence as requested.

Maintain planning and scheduling systems.

Requisition supplies, printing, maintenance, and other services; maintain inventory of supplies.

3.3 Assist in the establishment of the office of the Australian Poetry Centre

Assist in the setting up of the APC office, as required.

Provide administrative, purchasing, and other office-support services, including administration of facilities maintenance (e.g. building maintenance, security, safety issues etc).

Contribute to decision-making regarding telecommunications, technology and facilities

Service meetings, develop procedure manuals, and carry out other duties as directed.

Perform additional functions incidental to office activities.

3.4 Assist in the development of the volunteer program

Contribute to the development and implementation of a volunteer program

Assist in carrying out training of volunteer staff.

Work with volunteers on joint projects and administrative activities.

3.5 Provide administrative support for APC projects, including

- production and distribution of APC publications (APC Website, *Blue Dog: Australian Poetry*, poetry journal; Catalogue of Australian poetry publications ; APC newsletter; APC brochure)

- educational, promotional, and other activities, such as conferences, seminars, website services, workshops, mentorship programmes, manuscript development services, special events.

- establishing the library of Australian poetry

- liaison with relevant community and government agencies, and media, as directed.

3.6 Organisation

Contribute to the establishment of APC systems, processes and standards

Contribute specialist expertise to project teams and committees (both external and internal).

Share knowledge in a timely and responsible manner.

Comply with all of the By-Laws, Regulations and Policies that are in place from time to time, including those relating to: Financial accountability; Privacy and Confidentiality, Occupational

Health and Safety, Performance and Development Management, EEO, Harassment in the Workplace.

Ensure compliance with all relevant Legislation and regulatory bodies.

Ensure flexibility within the role to respond to changing needs and circumstances.

4. SELECTION CRITERIA

4.1 Skills and Knowledge

Demonstrated skills and track record in accounts keeping and fiscal management.

Demonstrated word processing, spreadsheet, email, internet skills essential.

Data-base management required. Desk-top publishing skills and internet-conferencing a distinct advantage. (If limited in some area of computer skill, then a proven aptitude and commitment to train to high standard).

Demonstrated abilities in administrative tasks, records maintenance, and office services.

Demonstrated ability to gather data, compile information and prepare reports.

High-level communication (oral and writing) and presentation skills.

High-level relationship and teamwork skills. (Ability to take direction and work effectively with supervisor and Board members. Ability to work with APC members, volunteer staff, and community agencies).

Demonstrated problem-solving skills.

Demonstrated organising and co-ordinating skills.

Knowledge of the Australian poetry environment and agencies is highly desirable.

Experience in events management would be an advantage.

4.2 Personal Attributes

Ability to plan, implement and follow work through to completion.

Attention to detail and standards of excellence.

Ability to consult and collaborate with others and work as an effective member of a team.

Ability to work independently.

Ability to foster a co-operative work environment.

Flexibility.

A drive for continuous improvement. A proactive and positive approach.

A commitment to poetry, and the ability to support a plurality of practices.

4.3 Qualifications and Experience

Significant work experience in relevant fields

(Note: Referee information will be sought at a later date for short-listed applicants. Not needed at this stage.)

5. PERFORMANCE DEVELOPMENT

Key Performance Indicators (KPI) will be developed in relation to the Key Result Areas(KRA) above. An initial review will be undertaken three months after the date of commencement.

A Performance Review, that includes assessment against agreed KRAs outlined in this position description, will occur annually on or around the anniversary date. This is an opportunity to review the position description and evaluate achievements. KRAs/ KPIs will be developed annually, documented, discussed and agreed with the Director, APC, and/or Board member assigned as assessor.

Note: *Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*