

<b>Position Title</b>	<b>Administration Officer</b>	<b>Level</b>	<b>1.0 FTE</b>
<b>Reports to (role)</b>	Chief Executive Officer		
<b>Team</b>	Office of the CEO		
<b>Location</b>	Royal Perth Hospital Research Foundation, rear 50 Murray Street G1 Block, Perth 6000		

## POSITION SUMMARY

To provide excellent support in the operations of the Foundation by providing administrative support to the CEO and Executive teams.

Reporting to the CEO, the Administration Officer will be the first point of contact for visitors to the Foundation, directing telephone and visitor enquiries to appropriate staff.

The Administration Officer will ideally have experience working with CRMs and will assist the Foundation with data entry and maintaining an up-to-date database.

## KEY RESPONSIBILITIES

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>
<b>Administrative</b>	<ul style="list-style-type: none"> <li>• Assist CEO with general correspondence, diary management, appointment scheduling, telephony, document management, filing, room bookings, and travel arrangements, leading to enhanced internal communications</li> <li>• Be the first point of contact for the Foundation, greeting visitors and answering enquiries</li> <li>• Answer and redirect incoming calls</li> <li>• Manage incoming/outgoing mail</li> <li>• Be responsible for taking minutes at Board meetings and Committee/team meetings, as required</li> <li>• Manage invitations and RSVP lists</li> <li>• Order supplies and stationery</li> <li>• Arrange hospitality, as required</li> <li>• Liaise with tenants and hospital staff on behalf of the CEO when required</li> <li>• Assist in website maintenance</li> <li>• Coordinate administrative activities across teams to ensure seamless operation</li> <li>• Identify opportunities to improve the efficiency and effectiveness of existing systems and procedures and implement changes in consultation with CEO and senior executive staff.</li> <li>• Undertake other activities on request</li> </ul>

<b>Executive Team Liaison</b>	<ul style="list-style-type: none"> <li>• Provide administration support to the Executive Leadership Team under the direction of the CEO</li> <li>• Ensure the timely capture of new data into our systems, ensuring the accuracy and integrity of data entry</li> <li>• Maintain strict confidentiality of donor/client information</li> <li>• Actively contribute to a harmonious team</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>• Contribute to budget efficiencies through routine purchasing activities on behalf of RPHRF</li> </ul>
<b>New initiatives</b>	<ul style="list-style-type: none"> <li>• Support the development of the Foundation's 40<sup>th</sup> anniversary campaign in 2023 through the provision of general administrative support</li> </ul>

## SELECTION CRITERIA

<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Undergraduate degree/diploma in a relevant discipline, or commensurate experience, preferably in a fundraising or stakeholder management context</li></ul>
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to maintain confidentiality, exercise discretion, judgement and initiative</li><li>• Excellent level of computer literacy (MS Office suite, databases, internet, etc.) and administrative skills</li><li>• Ability to prioritise and execute competing tasks in an efficient manner, with attention to detail and accuracy</li><li>• Excellent written and verbal skills</li><li>• Ability to comply with organisational policies and standards as well as industry regulations and guidelines</li></ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"><li>• Understanding and experience in a research/health/not-for-profit environment</li><li>• Demonstrated database skills, with experience working with CRM databases in a fundraising or marketing environment</li><li>• Familiarity with Blackbaud CRMs eTapestry and Grantmaking</li></ul>

## DIRECT REPORTS

Nil

## Approved by:

Cate Cassarchis

## Date approved:

8/7/2022