



THIRRILI

## Administrative Support Officer(s)

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<b>Location:</b>	Remote
<b>Position Type:</b>	Part Time – 22.8 hrs per week   Fixed-term to 30 June 2026. Working outside of normal business hours and some travel may be required
<b>Employment Instrument</b>	SCHADS Award – Level 4
<b>Delegation:</b>	In accordance with Thirrili Delegations Policy
<b>Reporting to:</b>	Manager, Corporate Services
<b>Salary:</b>	Per award, salary packaging available

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**Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity (under section 51 of the Equal Opportunity Act 1984)**

### Organisational Overview

Thirrili is a proud Aboriginal and Torres Strait Islander Community Controlled Organisation, we recognise the strengths of our communities and uphold protective boundaries for individuals, families and communities that allow self-determination.

### Our Vision

That Aboriginal and Torres Strait Islander families and communities are thriving and flourishing for future generations.

### Our Purpose

To provide support to Aboriginal and Torres Strait Islander peoples with the acknowledgement of shared, collective, continuous ancestral connections, by drawing on cultural ways of knowing, being, and doing.

### Our Cultural Values

Our cultural values are embedded into all aspects of our organisation. We are:

- Collective, working with communities by invitation to support community led decision making,
- Respectful, working with communities under their protocols, at their direction,
- Reciprocal, ensuring we provide support and service when communities grant us their trust,
- Relationship based: we understand, and respect that our relationship with individuals, families and communities is based on a continuum of care which reaches beyond any one incident or event, and is founded in our shared identity as Aboriginal and Torres Strait Islander peoples,
- Diverse, our organisation reflects the complex composition of Aboriginal and Torres Strait Islander communities in Australia, is inclusive and accessible to all.

## Position Overview

Working under the guidance of the Manager, Corporate Services and in support of the Executive Team, the Administration Support Officer provides high-quality administrative and operational assistance to ensure the smooth functioning of day-to-day activities across the organisation. Key responsibilities include:

- 1. Executive Support:**
  - Assist in managing calendars, scheduling meetings, and preparing meeting agendas and minutes for the Executive Team.
  - Provide logistical support for internal and external meetings, including document preparation, room or platform setup, and follow-up communication.
- 2. Operational Administration:**
  - Support the coordination and maintenance of internal systems, processes and tools, including document management, workflow tracking, and internal communications.
  - Assist in maintaining organisational files, records, and registers with attention to accuracy and confidentiality.
- 3. HR and Onboarding Support:**
  - Support HR administrative tasks such as onboarding and offboarding checklists, gathering documentation, and maintaining accurate staff records.
  - Assist with internal communications related to staff announcements, events, and wellbeing initiatives.
- 4. ICT and Equipment Support:**
  - Liaise with IT service providers to support staff systems access, track equipment requests, and assist with troubleshooting or coordination as required.
- 5. Travel and Event Coordination:**
  - Assist in booking and coordinating travel arrangements for staff and executive meetings or site visits.
  - Support the planning and delivery of team meetings, workshops and events (remote or in-person).
- 6. Finance and Procurement Support:**
  - Assist with basic finance tasks including processing invoices, tracking expenses, and supporting procurement processes in line with organisational procedures.
- 7. Records and Compliance:**
  - Assist in maintaining compliance registers and contribute to internal reporting and policy documentation processes.
- 8. Team Culture and Wellbeing:**
  - Support remote team engagement activities and contribute to a positive and collaborative team culture.
- 9. Other Duties:**
  - Provide general administrative support to projects or initiatives as directed.
  - Undertake ad-hoc tasks and support special projects in collaboration with the Corporate Services team.

Additional duties may be assigned as needed, beyond those explicitly listed, to meet the evolving needs of the role.

In addition, Thirrii seeks a set of attributes amongst all employees. These attributes being:

- Culturally safe and responsive in practice;
- Proficient at working closely with diverse teams;
- Trauma informed; and

- Ability to work in a hybrid workforce model – in office or remotely.

## Relevant Qualifications and Work Experience

- Relevant qualifications in business administration, operations, or a related field (or equivalent experience).
- Proven experience in office management, executive support, or operations coordination.
- Experience working in a remote or dispersed team environment.
- Experience in not-for-profit, for-purpose, or community-based organisations (desirable).
- Empathy, willingness to learn and team-orientated approach.
- Familiarity with Aboriginal Community Controlled Sector or Not for Profit.

## Essential Criteria

- Experience in office or operations management, ideally in a remote or hybrid setting
- Strong organisational and time management skills
- Excellent written and verbal communication
- Confident using digital tools including management of the tools (eg. Microsoft 365, Sharepoint)
- Confident using digital platforms (eg. ApprovalMax, Serko, Xero and Employment Hero)
- Understanding of remote work practices and collaboration
- Proactive and solution-focused approach
- High attention to detail and ability to handle confidential information
- Experience supporting senior leaders and coordinating meetings
- Alignment with the organisation's mission and values

## Mandatory

- Motor Vehicle Driver's License.
- Satisfactory National Police Record Check.
- Satisfactory Working with Children Check/Working with Vulnerable Peoples

*\* Registration/licences that are essential requirements of this role must always remain current and valid whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.*

## Special Conditions

It is required that all Thirrili staff facilitate, lead and support community engagement activities where the strategic plan requires our participation, and this is inclusive of promotion of those events and reporting. It includes contributions to key communications channels, such as newsletters, social media and contract reporting.

It is also a prerequisite that staff, will from time to time, be required to manage and lead national/state/regional meetings/events/ functions based in their jurisdictions, with support from their Managers and Coordinators.

All Thirili staff are expected to promote the organisation’s strategic goals, present the organisation as a professional and respectful culturally immersed service, and represent Thirili positively to external stakeholders and communities.

As the organisation is required to respond to suicide and trauma, which is unpredictable in timing, the incumbent is expected to be flexible and responsive with their availability to work and travel to other areas from the position base and within Australia as required.

Thirili Ltd will meet accommodation and travel expenses in accordance with organisational Policies and the relevant ATO Determination.

**I have read, understood, and accept the role and responsibilities outlined in the position description.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_