

# ANROWS

## AUSTRALIA'S NATIONAL RESEARCH ORGANISATION FOR WOMEN'S SAFETY

*to Reduce Violence against Women & their Children*

### Information Package – Office Manager

Australia's National Research Organisation for Women's Safety (ANROWS) is seeking an Office Manager, with the skills necessary to confidently manage all office administration and management functions.

#### **About ANROWS**

Australia's National Research Organisation for Women's Safety (ANROWS) aspires to be an innovative research organisation with authoritative leadership and high impact to support the National Plan to Reduce Violence against Women and their Children 2010-2022 (the National Plan). Our mission is to deliver relevant and translatable research evidence which drives policy and practice, leading to a reduction in the levels of violence against women and their children.

ANROWS offers excellent remuneration and working conditions in a central Sydney location. Flexible work arrangements for this position include occasional, and mutually convenient, off-site and flexible hours of work. Consideration will also be given to job share arrangements for full-time positions.

#### **About the position**

This is a full time position (37.5 hours per week) reporting to the Director, Strategic Operations and is to be located at the ANROWS national office in Sydney (Level 11, 31 Market Street, Sydney, NSW 2000). The appointment is for an initial period from commencement until 30 June 2020, with the option to extend, subject to continued funding, beyond that date.

The Office Manager reports to the Director, Strategic Operations and is responsible for assisting in the planning, managing, monitoring and reporting of administrative, human resources, IT and equipment support, and site management functions of ANROWS including the logistic preparations of the Knowledge Translation and Exchange function.

#### **Remuneration and leave entitlements**

The salary range for this position is \$78,966 to \$83,781 per annum, plus 9.5% employer contributions to the employee's chosen superannuation fund. ANROWS staff are entitled to 4 weeks annual leave, in addition to personal and sick leave and offers flexible work arrangements.

#### **Key responsibilities**

1. Plan, manage and maintain the implementation of effective administrative functions and systems.
2. Manage core office administrative support services and systems in areas such as HR, Payroll, Finance (Accounts payable and receivable), procurement and electronic records management, filing and storage.
3. Site management, including building maintenance, accommodation issues and compliance with security and safety requirements.

4. Define procedures for retention, protection, retrieval, transfer, and disposal of digital records.
5. Maintain office efficiency by planning and implementing office systems, layouts, and procuring and maintaining office equipment.
6. Review operational requirements for ANROWS, for improvements in process and procedure.
7. Provide support in the recruitment, selection and induction of ANROWS employees.
8. IT and equipment support, creating new user system accounts and equipment setup for new starters.
9. Perform other duties as reasonably directed by the Director, Strategic Operations.

## Selection criteria

### Essential

1. Experience (minimum 4 years) in a similar role.
2. Experience using Xero as the accounting system.
3. Excellent computer skills and advanced knowledge of Microsoft Office applications including Outlook, Excel and Word.
4. Well-developed written and verbal communication and sound interpersonal skills.
5. Demonstrated time management and organisational skills, including ability to prioritise and manage multiple tasks and meet deadlines.
6. Demonstrated attention to detail to support the planning, reviewing and preparation of budgets, agendas, finance reports.
7. Ability to work independently, with minimal direction, and to work harmoniously in a team environment.

### Desirable

1. Tertiary qualifications (relevant administrative/business management studies).

## Further information

Any questions regarding the position should be directed to the Director Strategic Operations:

Ms Sue Innes-Brown

Telephone: 02 8374 4000

Email: [susan.innes-brown@anrows.org.au](mailto:susan.innes-brown@anrows.org.au)

## Applications

Applications for the position close **at midnight on 17 February 2019**. Applications, including a brief covering letter, a concise response to each selection criterion and a current résumé, should be emailed to [rebecca.gyles@anrows.org.au](mailto:rebecca.gyles@anrows.org.au)

**Criminal History Check**

The successful applicant will be offered the position subject to a Criminal History Check (also known as a Police Check).