

## JOB PROFILE

# Travel Advisor



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

<b>Location:</b>	48 Cambridge Street, Collingwood VIC 3066
<b>Reports to:</b>	Travel & Events Manager
<b>Function:</b>	The Senior Travel Advisor is responsible for assisting with the planning, coordination, and management of travel for the Assembly, with a strong focus on cost efficiency, risk management, and traveller experience. The Senior Travel Advisor also plays a key role in analysing travel data to drive continuous improvement.
<b>Team:</b>	Business Services Team
<b>Team Function:</b>	Provides support and services that facilitate the smooth operation of the Assembly. The team collaborates across various departments to ensure efficient processes, effective resource management, and a positive workplace environment by delivering exceptional administrative, operational, and logistical assistance.
<b>Classification:</b>	FPAV 4
<b>Salary Range:</b>	From \$ 97,955 (full-time equivalent) plus superannuation and salary sacrifice
<b>Employment Type:</b>	Part-time – 2 days per week (0.4 full-time equivalent)
<b>Direct Reports:</b>	N/A
<b>Further information:</b>	Contact People & Culture via <a href="mailto:People@firstpeoplesvic.org">People@firstpeoplesvic.org</a>



## OPERATIONAL RESPONSIBILITIES

### Description

### Key Performance Indicators

#### Key Duties

- Assist in the coordination and manage travel bookings for staff, members, and stakeholders, including group arrangements for accommodation, flights, venues, and catering.
  - Provide logistical support for Assembly events such as Chamber Meetings, Treaty Day Out, All Staff Forums, and other statewide gatherings.
  - Manage last-minute changes and booking adjustments, ensuring flexibility and minimal disruption to travel plans.
  - Monitor and respond to the Travel Inbox, actioning travel-related requests and maintaining timely communication.
  - Develop, implement, and maintain travel policies and procedures, supporting cost control, compliance, and operational consistency across the organisation.
  - Negotiate and manage travel contracts and vendor relationships, securing competitive Non-Profit and Corporate rates and maintaining a preferred supplier database.
  - Monitor travel spend and risk management compliance, including reporting on budget adherence, policy exceptions, and employee safety protocols.
  - Support sustainability and continuous improvement, through post-travel analysis, quality control measures, and implementation of environmentally responsible travel practices.
1. Demonstrated ability to coordinate complex bookings with minimal errors, ensuring travel and accommodation arrangements are confirmed and communicated in a timely manner.
  2. Level of logistical support provided for events, including timely delivery of travel arrangements, with positive internal feedback and minimal disruptions to event operations.
  3. Responsiveness to urgent or same-day travel requests, with an emphasis on efficient rebooking, low cancellation rates, and minimal impact to overall travel outcomes.
  4. Emails in the Travel Inbox are actioned within agreed service timeframes, with high accuracy and a low rate of follow-up clarification required.
  5. Travel policies and procedures are as needed, shared Assembly-wide, and demonstrated through improved compliance and reduced policy exceptions.
  6. Travel contracts are negotiated and managed effectively, and the vendor database is reviewed and updated on a scheduled basis, maintaining accuracy of contact information, pricing, and service levels.
  7. Regular review and reporting of post-travel feedback and spend data, in line with budget expectations and cost-saving measures.
  8. Regular assessment of sustainable travel options taken, with measurable progress toward reducing the Assembly's travel-related carbon footprint over time.

## POSITION REQUIREMENTS

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### Skills, Competencies & Knowledge

- High-level attention to detail with a focus on maintaining accuracy and integrity of administration, booking and payment processes.
  - Competent in creating user-friendly procedures.
  - Able to work within strict deadlines, timelines and reporting timetables.
  - Strong organisational and multitasking skills.
  - Excellent communication and interpersonal skills.
  - Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
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### Experience & Qualifications

- Able to review, recommend and implement administrative initiatives that seek efficiencies either from a process or systems perspective.
  - Degree qualified (highly desired) or equivalent experience.
  - Demonstrated knowledge of Aboriginal Communities and organisations within Victoria.
  - Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
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### Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
  - Able to maintain professionalism at all times to achieve strategic objectives & outcomes.
  - Able to perform under pressure and continue to adhere to company policies/values.
  - Able to show empathy and respect towards colleagues and Assembly stakeholder.
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### Behavioural Responsibilities

1. Assembly Ethical Values & Compliance with Policies – Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
2. Team Focus – Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
3. Personal & Professional Development – Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.

*# A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.*

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