

JOB PROFILE

Administrative Services Assistant and Policy Writer



**FIRST PEOPLES'
ASSEMBLY OF
VICTORIA**

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

- Acting as the Aboriginal Representative Body to support Treaty negotiations.
- 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); and
- Working with governments to establish or be a First Nations' Voice to government or Parliament.

Location: 48 Cambridge Street, Collingwood VIC 3066

Reports to: Governance Manager

Function: This role is responsible for providing administrative support for the First People's Assembly, its Council and Committees and responsible for developing, writing, editing, and updating the Assembly's policies.

Team: Governance Team

Team Function: Responsible for managing the logistical aspects of the Assembly, including elections, administrative tasks, & procedural support. Also responsible for overseeing the record management systems, ensuring high quality document and data security.



OPERATIONAL RESPONSIBILITIES

Description

Key Performance Indicators

Key Duties

- Establish and maintain trusted relationships with Assembly and Council Members, and Staff.
 - Provide administrative support in relation to the day-to-day operation of Assembly, Council and Committee activity.
 - Provide administrative support necessary for the conduct of the business of the Council, Assembly, and its Committees.
 - Help provide procedural and administrative support to the Chamber during sitting days (including preparing agendas and meeting papers, receiving, and processing tabled papers, petitions, motions, and other documents).
 - Help produce and maintain a written record of formal proceedings of the Council, Assembly, and its Committees.
 - Review and edit current policies against legislative requirements
 - Keep registers and distribute policies once approved.
 - Undertake other duties as directed.
 - Researching and understanding laws, regulations, and company practices to ensure policies are current and compliant
 - Collaborating with stakeholders and subject matter experts to gather information necessary for policy development
 - Writing, editing, and revising policy documents in a clear and concise manner
 - Ensuring policies are easily accessible and understandable to all employees
 - Reviewing existing policies at regular intervals to determine if changes or updates are needed
 - Creating policy dissemination plans to ensure all employees are aware of new and updated policies
1. Trusted Relationship Management: Establish and maintain trusted relationships with Assembly and Council Members, and Staff to facilitate smooth operations.
 2. Efficient Administrative Support: Provide comprehensive administrative support to ensure the effective functioning of the Council, Assembly, and its Committees.
 3. Coordination and Event Management: Work collaboratively with Business Services and Member Services to coordinate meetings, elections, travel, and accommodation arrangements.
 4. Policy writing skillset: ability to develop and review policies for ABR and statutory body.

Influence & Action

- Model and demonstrate constructive working relationships and information exchange across the organisation.
 - Effectively manage key relationships and projects
 - Identify and troubleshoot issues as necessary.
 - Promote and support the achievement of core values and build upon the reputation of the Assembly.
1. Collaborative Leadership: Model and promote constructive working relationships and information exchange across the Assembly.
 2. Strategic Relationship Management: Effectively manage key relationships and projects to drive organizational success.
 3. Proactive Issue Resolution and Values Advocacy: Identify and troubleshoot issues while actively promoting core values and enhancing the Assembly's reputation.

POSITION REQUIREMENTS

Skills, Competencies & Knowledge

- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
 - Ability to administer operational processes and procedures to support the operation of the Assembly Chamber and Committees.
 - Attention to detail.
 - Strong organisational and project management skills with an ability to work to timelines and be outcome focused whilst managing multiple tasks.
 - Ability to work both independently and collaboratively as a productive team member.
 - Strong written and verbal communication skills.
 - Competent in the use of Microsoft Office Suite.
 - Previous policy writing skills.
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Experience & Qualifications

- Experience in a complex, for-purpose organisation led by values and the commitment to social change.
 - Experience providing administration assistance within a corporate governance team, community or public sector environment.
 - Degree qualified (highly desired) or equivalent experience.
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Personal Attributes

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

1. Company Culture, Image & Values - (as stated in Job Profile & the Assembly's Policies & Procedures).
 2. Acts Ethically & Complies with Policies - (in line with the Assembly's Policies & Procedures).
 3. Team Focus – (i.e., considers the needs of the Assembly and their employees above their own).
 4. Leads with Conviction – (positively impacts their people and the objectives of the Assembly).
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