

**POSITION TITLE:** Executive Administrator

**DEPARTMENT:** Inclusion Advisory Group (IAG)

**DATE:** July 2020

**REPORTS TO:** Business Manager

**Organisational Vision:**

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

**Organisational Mission:**

CBM is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

**Purpose of Role:**

To provide high level administrative and operational support to the Inclusion Advisory Group management team and supporting the operations of the wider IAG team to achieve our strategic objectives.

The Inclusion Advisory Group – Australia team aims to harness the resources of other people and organisations to promote, develop and implement effective disability inclusive development and humanitarian action policy and programs. The Australia team is the largest team in the wider CBM Global Inclusion Advisory Group and provides operational support to other members as needed. The Group works in close collaboration with the disability movement to provide advice and support on disability inclusion, on a fee-for-service basis, to other organisations in Australia and around the world. The Australia team aims to achieve a balance between influence for impact and financial sustainability.

**Level of Direction or Supervision:**

Reporting to the Business Manager, this role will function autonomously with, at times, minimal supervision. The role includes liaison with other departments and the wider CBM Global Inclusion Advisory Group. Priorities will be determined in collaboration with the Business Manager and Director.

**Key Working Relationships:**

The Executive Administrator works closely with others in the IAG Program Operations team to provide operational support to the wider Inclusion Advisory Group – Australia and Global.

Key relationships are: Business Manager, Finance and Systems Lead, Director of Inclusion Advisory Group – CBMA, Advisory Team Managers, Disability Inclusion Advisors, Inclusion Advisory Group – Global core team, Volunteers, ICT and CRM team, International Programs, Public Engagement, Business Ops and CEO’s departments.

## Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
<b>Management support</b>	<ul style="list-style-type: none"> <li>• Proactively support IAG management team to manage workload and IAG team deliverables, including managing up and holding the management team to account as required.</li> <li>• Manage the IAG's shared team calendars, book and support meetings as needed, take meeting minutes as required, clearly document meeting outcomes and actions, and hold management team to account</li> <li>• Provide administrative support to IAG Director including travel preparation, meeting papers, collation of management reports, and risk reporting</li> <li>• Support IAG management team to embed and strengthen team and organisation culture</li> </ul>	<ul style="list-style-type: none"> <li>• Management team functions smoothly and is effectively supported to meet key deadlines and deliverables</li> <li>• Meeting documents prepared in advance and minutes prepared within reasonable timeframe</li> <li>• Board, SMT and IAG management reports collated and used in efficient manner</li> <li>• Travel arrangements and documents in place</li> <li>• Management team effectively supported to meet key deadlines</li> <li>• Administrative support provided in a timely and efficient manner</li> </ul>	<b>40%</b>
<b>Budget, administrative, systems and operational support</b>	<ul style="list-style-type: none"> <li>• In conjunction with Business Manager and Finance and Systems Lead, oversee streamlining of department operational processes</li> <li>• Prepare operational guidance notes for IAG staff as required</li> <li>• Ensure key documents are stored appropriately, including in electronic files</li> <li>• Lead on organising IAG team meetings and events, including booking Auslan interpreters as required</li> <li>• Effectively perform the DFAT DID4All Help Desk Manager function</li> <li>• Support the Business Manager and Finance and Systems Lead to maintain project management systems</li> <li>• Oversee and train new staff on other IAG systems- CBM intranet, HR system, Netsuite (finance) system, Mavenlink (project</li> </ul>	<ul style="list-style-type: none"> <li>• Processes streamlined and documented as planned</li> <li>• Key documents and filing understood and in place</li> <li>• Meetings effective and followed up with minutes and action items</li> <li>• DID4All tasking effectively actioned</li> <li>• New and existing staff understand IAG systems and programs and can access effective support for any issues</li> <li>• Budget drafted and managed effectively with two-monthly review on variance</li> </ul>	<b>45%</b>

	<ul style="list-style-type: none"> <li>management system), Cascade (KPI and Strategy system)</li> <li>• Support travel coordination as needed in absence of Travel Coordinator</li> <li>• Support development and tracking of IAG budget including monitoring spend and reallocation</li> <li>• Manage ID page on CBM Intranet (Meerkat) to ensure up to date and post ID news as needed</li> </ul>		
<b>Liaison with other departments</b>	<ul style="list-style-type: none"> <li>• Act as liaison point with other departments including: International Programs; Business Operations; Public Engagement; and the Executive Office</li> <li>• Participate in the inter-departmental Admin Working Group</li> <li>• Monitor progress on interdepartmental projects as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Effective inter-departmental communication</li> <li>• IAG is well represented at internal meetings</li> <li>• Internal projects well run and communicated effectively</li> </ul>	<b>12%</b>
<b>Relationship Support</b>	<ul style="list-style-type: none"> <li>• Arrangements and meeting host for external visitors to our department</li> <li>• First point on contact and support management team in orientation for new staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors and guests welcomed and supported</li> <li>• New staff orientation to team role and induction meetings scheduled</li> </ul>	<b>3%</b>

<b>SPECIFIC OUTCOMES REQUIRED</b>
The IAG management team is effectively supported to run as smoothly and efficiently as possible
The broader IAG – Australia and Global teams receive effective and timely administrative support that enables them to focus on the areas that they are most productive in and where they have the most value add
IAG and CBM systems and processes are effectively documented, supported and/or managed, staff understand them and are supported to use them properly
Improved processes and guidance ensure compliance and support strategic outcomes
IAG reports collated and distributed on time for analysis and use
Team events and key initiatives well run and action items followed up, enabling efficient use of team time
Interaction with other Departments smooth; effective liaison
Team culture and organisational culture strengthened



<b>KEY COMPETENCIES OF ROLE</b>
Exceptional organisational and time management skills
Ability to work independently with a minimum of supervision whilst able to work in a team environment
Ability to manage up and hold the management team to account as needed
High attention to detail and accuracy
Budget development, management and monitoring experience preferred
Exceptional IT skills, especially in Microsoft Office. Experience with project management systems, IT systems administration, and cloud based productivity tools will be highly regarded
Self-motivated, able to improve processes and generate ideas based on sound thinking, with a 'can-do', problem solving attitude and demonstrated initiative
Discretion and confidentiality assured with sensitive information
Well-developed interpersonal and communication skills
A willingness to contribute to the growth and development of CBM and its work
Commitment to CBM's mission, values and sustainability

<b>Job Evaluation</b>		
<b>Factor</b>	<b>Level</b>	<b>Score</b>
Responsibility and Accountability		
Judgement and Decision Making		
Interaction and Influence		
Knowledge and Application of Creative and Technical Skill		
TOTAL		
<b>Salary Grading</b>		

\*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

### **Performance Planning and Review**

Performance planning and reviews will be carried out every six months.

Signed

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Date:

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Date: