

INNOVATION UNIT AUSTRALIA NEW ZEALAND



ADMIN SUPPORT/
EXECUTIVE ASSISTANT
JANUARY 2019

ABOUT THE ORGANISATION: OUR MISSION

Innovation Unit Australia New Zealand, along with our colleagues in the UK (Innovation Unit Ltd), are social enterprises that grow new solutions to complex social challenges. We use innovation to help create a world where more people belong and contribute to thriving societies. We build alliances with ambitious places, organisations and systems around the world to make sure innovation has lasting impact, at scale.

WHO WE ARE

Innovation Unit Australia New Zealand is a social enterprise with a big mission to grow new solutions for thriving societies. For us, thriving societies are socially just, sustainable and connected. We believe that a particular brand of innovation is needed to get there - innovation that is driven by and liberates human potential, agency and collective action. These principles underpin all our work.

In the past three years, we have done lots of work we are proud of. We are helping to transform early learning and care with Australia's largest provider, we are partnering with systems and sectors around the country to transform learning and schooling, we have formed a Trans-Tasman organisation with our colleagues in New Zealand and we continue our amazing connection and partnership with our founders in the UK.

Now, we are looking to our next five years and the impact we want to have. Joining our team now is the perfect moment to shape and drive the success of this endeavour. Innovation Unit Australia New Zealand is full of passionate, smart, creative individuals who are personally committed to the organisation and its mission. This makes joining Innovation Unit Australia New Zealand a significant personal choice as well as a professional one. If you can combine the rigour, discipline and structure that underpins the work with our culture of creativity and curiosity (without resorting to a compliance culture), we are the right place for you.

WHY JOIN NOW

Joining Innovation Unit Australia New Zealand now offers a real opportunity to shape the future of the organisation - and to contribute to delivering some serious social impact at a moment when it is sorely needed.

Over three years, we have established ourselves in the region and developed a sustainable business model. We will continue to work with ambitious partners to deliver the tangible and measurable changes they, and we, want and need to see in the world - helping them to develop, implement and scale powerful new solutions - www.innovationunit.org

If you would like to help us shape how we contribute to a world in which more people belong and contribute to thriving societies, and have the background to do this job brilliantly, please apply now.

ABOUT THE ROLE: ADMIN SUPPORT/EXECUTIVE ASSISTANT

This Perth-based role involves being the driving force behind our administrative and operational systems for the Australian based team. We need a team player with exceptional organisational skills and experience. We need someone who is brilliant at relationship management and customer service.

The role requires an experienced, reliable and task-oriented administrative support/executive assistant. The administrative support/executive assistant will work directly with the chief executive and will be responsible for performing a number of administrative duties.

This is an excellent opportunity to join a growing for purpose, not for profit company with competitive compensation.

ABOUT YOU

You are proactive and organised. You think two steps ahead and love producing work to a high quality standard.

You're always on the look out for how things can be done better. You proactively identify ways to improve systems, processes and ways of doing things to enable the continuous improvement of your work.

You are a supportive team player and are willing to go above and beyond the call of duty. You love being part of a high performance team and making sure our work together achieves maximum impact.

You thrive with low supervision. You are a self starter who enjoys flexible working arrangements.

You are highly self-motivated and professional. You are capable of managing your workload and prioritising tasks in a fast-paced environment.

ESSENTIAL SKILLS AND EXPERIENCE

You will have:

- Minimum of 4+ years of experience as an Administrative/Executive Assistant reporting directly to senior management
- Advanced Microsoft Office and Xero skills, with an ability to become familiar with organisation programs and software
- Strong organisational and problem-solving skills
- Impeccable multi-tasking abilities and ability to be flexible when priorities shift

- Exceptional interpersonal skills, a friendly and professional demeanour with a positive, people-focused disposition
- Excellent verbal and written communications, listening and customer service skills
- Experience in an independent, low supervision work environment

KEY TASKS

SUPPORT TO THE CHIEF EXEC

- Coordinate communications, including taking calls, responding to emails and interfacing with clients
- Schedule meetings and appointments and manage travel itineraries
- Arrange events to take place outside of the workplace, such staff meetings and external events
- Maintain an organised filing system of paper and electronic documents
- Preparation of expense claims
- Uphold a strict level of confidentiality

TEAM ADMINISTRATIVE SUPPORT

- Administrative and office support for multiple employees including: creating documents, spreadsheets and presentations, and filing and email.
- Office systems' administration including: data entry, records maintenance and look-up, and report development and retrieval
- Arrange travel, communications and other logistics related to project delivery
- Undertake administrative tasks including (but not limited to) office and workshop supply logistics and contacts database management
- Fielding and screening telephone calls
- Researching data on the Internet

ROLE DETAILS

LOCATION The successful candidate will be based in Perth and have the ability to travel across Australasia.

SALARY Pro rata of up to \$60,000 plus superannuation per annum, depending on experience.

TYPE For our team it is standard practice to offer a fixed term contract for one year at the outset, before considering permanent appointments. This includes the statutory 3 month probation period. Our intention is for this to become a permanent role after the first year if the business pipeline and work is flourishing.

HOURS 0.4FTE or 15 hours per week with days/hours to be negotiated

HOLIDAY ENTITLEMENT Pro rata of 27 days annual leave plus public holidays relevant to your home state. An additional 3 days is between Christmas and New Year is also customarily given at the Company's discretion.

SUPERANNUATION 9.5% superannuation contributions.

REPORTS TO The Chief Executive, Innovation Unit Australia New Zealand

HOW TO APPLY

1. Review the job description.
2. Send us (contactaus@innovationunit.org) the following two things by 12noon AWST on Friday 25 January 2019
 - a. a link to your LinkedIn profile (complete and up to date)
 - b. a video that tells us how you meet the person specification (2 minutes max - we're not interested in technical quality, we're interested in you and what you say)

DEADLINE Please submit your application by 12 noon AWST on Friday 25 January 2019.

NOTIFICATION OF INTERVIEW COB Tuesday 29 January 2019.

INTERVIEW 31 January 2019 in Perth.

QUESTIONS Please contact 1800 953 026 or email contactaus@innovationunit.org