



# ACHAA

Aboriginal Culture, Heritage & Arts Association

Living Centres for Living Cultures

## Position Description

<b>Position:</b>	<b>Executive Assistant</b> Part Time (23 hours per week)
<b>Remuneration:</b>	\$43.40/hr equivalent to \$80,051.30 fulltime gross per annum, including leave loading
<b>Location:</b>	The Rocks, Sydney
<b>Reporting to:</b>	CEO
<b>Direct Reports:</b>	n/a
<b>About ACHAA</b>	ACHAA is a respected and influential Aboriginal Arts and Culture Peak Body dedicated to promoting, preserving, and advancing the rich cultural heritage and artistic practices of the Aboriginal communities of NSW. We work collaboratively with community-controlled, place-based centres, artists, communities, and stakeholders to support and advocate for the sustainability and growth of NSW Aboriginal arts, cultural practices and heritage.
<b>Organisational Objective</b>	Support a member network of resilient and sustainable Aboriginal culture, heritage, language and arts organisations in advancing their communities' cultural and creative aspirations building recognition of the value of NSW Aboriginal culture, heritage and arts
<b>Organisational Values</b>	<ul style="list-style-type: none"> <li>• <b>Diversity</b> – Geographic, Practice, People</li> <li>• <b>Respect</b> – for Country, Culture, Knowledge</li> <li>• <b>Transparency</b> – in Processes and Communication</li> <li>• <b>Forward Thinking</b> – Building Capacity/Using Appropriate Technology</li> <li>• <b>Leadership</b> – Vision and Good Governance</li> <li>• <b>Advocacy/ Influence</b> – Voice, Policy, Planning</li> </ul>
<b>Primary Objective of this role:</b>	Support the ongoing smooth operation of ACHAA through its: <ul style="list-style-type: none"> <li>• <b>Administration;</b></li> <li>• <b>Communication;</b> and</li> <li>• <b>Program Delivery</b></li> </ul>
<b>Specific Accountabilities:</b>	<p><b>Secretariat:</b> prepare Board Meeting minutes, action logs and other tracking reports;</p> <p><b>Financial administration:</b> Assist with basic financial tasks such as creating/processing invoices, tracking expenses, and reconciling accounts;</p> <p><b>Technology:</b> Manage the ACHAA office through coordinating basic software &amp; IT operations alongside office equipment and infrastructure needs.</p> <p><b>Database input and Oversight:</b> Creating, maintaining and regularly updating relevant contact databases, customer relationship and sales management systems</p> <p><b>Event Co-ordination:</b> Work as part of a team to deliver ACHAA events including physical and online: workshops, conferences, gatherings and art fair participation</p>

	<p><b>Information Requests:</b> respond to sector and general public requests; contribute to grant applications/reporting and submissions</p> <p><b>Other Administration:</b> Act as a liaison between ACHAA and its membership, external stakeholders, and the wider community as required; Perform other administration related tasks and responsibilities as assigned by the General Manager including in support of Service Agreement with Museums &amp; Galleries of NSW</p>
<p><b>Specific Accountabilities:</b></p>	<ul style="list-style-type: none"> <li>• Higher School Certificate or equivalent.</li> <li>• Relevant tertiary study or equivalent industry experience desirable</li> </ul>
<p><b>Knowledge and Experience:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Aboriginality</li> <li>• Knowledge and understanding of Aboriginal cultures and communities, particularly as they pertain to NSW</li> <li>• Strong communication skills, both written and verbal</li> <li>• Event management experience</li> <li>• Strong organisational and time management skills</li> <li>• Proficiency in using Office 365 software package including project management and excel</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Some knowledge and understanding or experience of museums/Keeping Places, collections, and galleries (including retail) practices and as they apply to the NSW Aboriginal community-controlled place-based sector</li> <li>• Experience in WordPress (for websites)</li> <li>• NSW Drivers Licence</li> </ul>
<p><b>Core Behavioural Competencies:</b></p>	<ul style="list-style-type: none"> <li>• Strong attention to detail and accuracy including house style</li> <li>• Ability to work co-operatively and flexibly</li> <li>• Projects enthusiasm and motivation</li> <li>• Responsive to organisational and team needs</li> <li>• Ability to work effectively and co-operatively in a small team and independently.</li> <li>• Ability to work with professional staff, volunteer Board Members, artists and others engaged in the NSW Aboriginal community-controlled, place-based sector</li> <li>• Ability to work across multiple projects and tasks to deadlines</li> <li>• Commitment to work in a small team of a member-focused not-for-profit, sharing ACHAA vision and values as outlined in key documents: Constitution, Strategic Plan and Business Plan (in development)</li> </ul>
<p><b>Specific conditions of employment</b></p>	<ul style="list-style-type: none"> <li>• Part-Time (23 hours per week)</li> <li>• Permanent, on-going subject to annual performance review.</li> <li>• Work from home with minimum 1.5 days (11 hours) in the office per week, subject to providing a Safety Work Check</li> <li>• Four weeks annual leave pro rata</li> <li>• 10 Days personal leave pro rata</li> <li>• Compassionate Leave and other leave as outlined in the National Employment Standards</li> <li>• Long Service Leave entitlements pro rata after 10 years</li> <li>• Code of Conduct in line with ACHAA adopted code</li> </ul>
<p><b>Other Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Ability to travel to other locations and overnight as required.</li> </ul>