



ACHAA

Aboriginal Culture, Heritage & Arts Association

Living Centres for Living Cultures

Position Description

Position:	Executive Assistant Part Time (28 hours/four days per week)
Remuneration:	\$41.25/hr equivalent to \$60,868.50 fulltime gross per annum, including leave loading
Location:	Gadigal Country, The Rocks, Sydney
Reporting to:	CEO
Direct Reports:	n/a
About ACHAA	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
Organisational Objective	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
Organisational Values	<ul style="list-style-type: none">• Diversity – Geographic, Practice, People• Respect – for Country, Culture, Knowledge• Transparency – in Processes and Communication• Forward Thinking – Building Capacity/Using Appropriate Technology• Leadership – Vision and Good Governance• Advocacy/ Influence – Voice, Policy, Planning
Primary Objective of this role:	Support the ongoing smooth operation of ACHAA through its: <ul style="list-style-type: none">• Day to day operations including• Administration;• Communication;• Program Delivery; and• Secretariat functions
Specific Accountabilities:	<p>Secretariat: prepare and maintain Board Meeting minutes and action logs;</p> <p>Financial administration: Assist with basic financial tasks such as creating/processing invoices and tracking expenses;</p> <p>Technology: Manage the ACHAA office through coordinating basic software & IT operations alongside office equipment and infrastructure needs; liaise with utilities and property management;</p> <p>Database input and Oversight: Creating, maintaining and regularly updating relevant contact and registration data spreadsheets</p> <p>Event Co-ordination: Work as part of a team to deliver ACHAA events including physical and online: workshops, conferences,</p>

	<p>gatherings and art fair participation eg book flights and accommodation;</p> <p>Manage files, CEO's appointments and emails: can include completing forms, responding to sector and public requests; contributing to grant applications/reporting and submissions;</p> <p>Other Administration: 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 CEO including in support of Service Agreement with Museums & Galleries of NSW</p>
Specific Accountabilities:	<ul style="list-style-type: none"> • Higher School Certificate or equivalent. • Relevant tertiary study or equivalent industry experience desirable
Knowledge and Experience:	<p>Essential:</p> <ul style="list-style-type: none"> • Aboriginality • Strong communication skills, both written and verbal • Strong organisational and time management skills • Proficiency in using Microsoft 365 software package including Team and excel <p>Desirable:</p> <ul style="list-style-type: none"> • Some 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 • Meeting organising experience, particularly travel and accommodation bookings • NSW Drivers Licence
Core Behavioural Competencies:	<ul style="list-style-type: none"> • Strong attention to detail and accuracy including house style • Ability to work co-operatively and flexibly • Projects enthusiasm and motivation • Responsive to organisational and team needs • Ability to work effectively and co-operatively in a small team and independently • Ability to work across multiple projects and tasks to deadlines • 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, Business Plan (in development) and key policy documents such as Code of Conduct
Specific conditions of employment	<ul style="list-style-type: none"> • Part-Time (56 hours per week) • Permanent, on-going subject to annual performance review. • Work from home up to two days per week, subject to providing a Safety Work Check • Four weeks annual leave pro rata • 10 Days personal leave pro rata • Compassionate Leave and other leave as outlined in the National Employment Standards • Long Service Leave entitlements pro rata after 10 years • Code of Conduct in line with ACHAA adopted code
Other Requirements:	<ul style="list-style-type: none"> • Ability to travel to other locations and overnight as occasionally required.