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| **Position Title** | **Administration Officer** | **Level** | **0.6 – 0.8 FTE** |
| **Reports to (role)** | Chief Executive Officer | | |
| **Team** | Office of the CEO | | |
| **Location** | Royal Perth Hospital Research Foundation, 50 Murray Street, Perth 6000 | | |

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| **POSITION SUMMARY** |
| To provide administrative support to the CEO and Executive teams.  Reporting to the CEO, the Administration Officer will provide daily support to the CEO to ensure the smooth running of the CEO’s office.  S/he will be the first point of contact for visitors to the Foundation, directing telephone and visitor enquiries to appropriate staff. |

KEY RESPONSIBILITIES

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| **Key**  **Responsibilities** | **Tasks required to achieve Key**  **Responsibilities** |
| **Administrative** | * Assist CEO with general correspondence, diary management, appointment scheduling, telephony, document management, filing, room bookings, and travel arrangements, leading to enhanced internal communications * Be the first point of contact for the Foundation, greeting visitors and answering enquiries * Answer and redirect incoming calls * Manage incoming/outgoing mail * Be responsible for taking minutes at Board meetings and Committee/team meetings, as required * Manage invitations and RSVP lists * Order supplies and stationery * Arrange hospitality, as required * Liaise with tenants and hospital staff on behalf of the CEO when required * Coordinate administrative activities across teams to ensure seamless operation * Identify opportunities to improve the efficiency and effectiveness of existing systems and procedures and implement changes in consultation with CEO and senior executive staff. * Undertake other activities on request |
| **Executive Team Liaison** | * Provide administration support to the Executive Leadership Team under the direction of the CEO * Actively contribute to a harmonious cross team environment |
| **Financial** | * Contribute to budget efficiencies through routine purchasing activities on behalf of RPHRF |
| **Engagement** | * Assist with planning and delivering Foundation events for donors and researchers * Engage with the Foundation's donors, taking donations over the phone, implementing efficient receipting processes * Ensure the timely capture of new data into our systems, ensuring the accuracy and integrity of data entry * Maintain strict confidentiality of donor/client information * Implement tasks to enhance donor engagement and satisfaction * Help with fundraising CRM, data entry and pulling reports for donor communications as directed. * Assist in website maintenance when required |
| **Annual Event** | * Support the development of the Foundation’s annual Research Awards Day through the provision of general administrative support |

SELECTION CRITERIA

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| **Qualifications:** | * Undergraduate degree/diploma in a relevant discipline, or commensurate experience, preferably in a fundraising or stakeholder management context |
| **Essential Skills, Knowledge & Experience:** | * Excellent written and verbal skills * Excellent level of computer literacy (MS Office suite, databases, internet, etc.) and administrative skills * Ability to prioritise and execute competing tasks in an efficient manner, with attention to detail and accuracy * Ability to comply with organisational policies, standards and guidelines * Demonstrated ability to maintain confidentiality, exercise discretion, judgement and initiative |
| **Desirable Criteria** | * Understanding and experience in a research/health/not-for-profit environment * Database skills, with experience working with CRM databases in a fundraising or marketing environment |

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| **DIRECT REPORTS** | Nil |

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| **Approved by:** | Cate Cassarchis |
| **Date approved:** | 09/09/2024 |