



AURORA
EDUCATION
FOUNDATION

Candidate Information

Administration Assistant

2019

- Investing in potential
- Inspiring excellence
- Transforming lives

The Opportunity

- ⦿ Entry level role in a supportive team environment
 - ⦿ Variety of duties and people contact
 - ⦿ Convenient location in Alexandria close to train and bus
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About you

- Are you wanting to kick-start your career at an organisation that supports your development, in sector where you can make a difference?
- Do you approach your work with energy, enthusiasm and professionalism?
- Are you keen to learn?
- Do you identify as Aboriginal or Torres Strait Islander?

In this role, you will help ensure our operations run smoothly by:

- Providing an efficient, welcoming first point of contact for stakeholders
- Helping out with a wide range of organisational and administrative tasks
- Assisting in maintaining all office facilities.

Who we are

At Aurora, our goal is for every Indigenous student to access the right educational opportunities so they realise their academic potential. For some, that's completing Year 12 and for others, that's a PhD from Harvard. We're aiming to shift the paradigm about what is possible for Aboriginal and Torres Strait Islander Australians. Our programs are long-term, independently evaluated and outcome driven. We don't see ourselves as a 'quick fix' to these complex issues and the results show that our programs work – investing in potential to inspire excellence and transform lives.

We offer a values-driven, team environment, where we are each committed to the purpose of our organisation. You will be well-supported, starting with our orientation program and beyond, and will benefit from our collegiate approach to our work. In addition to a competitive salary, you will have immediate access to salary packaging.

How to Apply

Send your application (**covering letter** outlining your capability to do the role and your full **resume**) to Cassandra Lynch at First People's Recruitment Solutions:

Email: cassandra@fprs.com.au

Phone: (02) 6230 7666

About Aurora

Aurora supports Indigenous students to realise their full academic potential – whether it is completing Year 12 or a PhD from Harvard. We walk with students throughout their entire academic journey – from high school right through to university, to postgraduate studies and on to the workforce.

OUR VISION

A future where there is no education gap and where the next generation of Aboriginal and Torres Strait Islander Australians achieve equitable participation at the highest level – in academia, the professions, in boardrooms and across government.

OUR ASPIRATION

Through our interconnected programs, we aim to engage with over 50,000 Aboriginal and Torres Strait Islander people across Australia over the next 5 years. Our role is to **inspire** every Aboriginal and Torres Strait Islander student in their education journey, **connect** them with educational and career opportunities that enable them to realise their potential, and **guide** them in this journey.

Supported by Aurora, students and scholars are achieving **unparalleled outcomes** that transform lives.

We will continue to shift the conversation to one of proud and talented Indigenous students with limitless potential. In order to achieve systemic change, we are committed to an authentic and trusted approach, evidence-based decision making, and a long- term focus.



Visit our website: www.auroraeducationfoundation.com.au

Working With Us

Our five key reasons to join our team are:



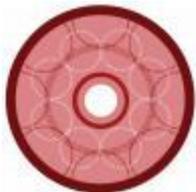
You'll make a difference

Be part of our positive change to create a society where Aboriginal & Torres Strait Islander people have the same educational opportunities as all Australians. We know that our programs have a systemic impact.



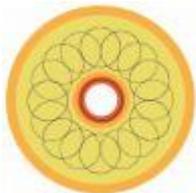
You'll learn

We are constantly striving for excellence, looking at the latest research and punching above our weight. This means we are all learning and growing.



We stand out

Our programs have been described by independent evaluators as unique and our results incredible. We have the courage to look at issues from alternative perspectives and tackle them differently.



We're dynamic

We work hard yet our work environment is relaxed, friendly and supportive. We are all here for the same reason and work together to achieve outcomes for our stakeholders. We all enjoy our regular staff development meetings, celebrations of key events and our Wednesday updates.



We live our values

Our work is guided by our values: **respect** allows to **collaborate** meaningfully and authentically which leads us to be **accountable** for what we do which in turn enables us to make an **impact**.

About the Role

Role:	Administration Assistant
Team:	Corporate Services
Reports to:	Administration Manager
Employment Status:	Permanent, full-time – 38 hours per week
Probation:	Six months
Location:	Alexandria, Sydney

Position Purpose

The Office Assistant works with the Administration Manager to ensure the smooth running of all office and facilities matters.

Success measures in this role include:

- Timeliness and accuracy of task completion.
 - Effectiveness and efficiency of internal customer service.
 - Contribution to positive team dynamics.
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Responsibilities & Key Activities

Office Administration

- Answer the main switchboard line, transfer calls and / or take messages.
- Keep the internal telephone list up-to-date and regularly distribute updates to all staff.
- Maintain Sydney meeting rooms and reception areas in good order.
- Assist with room set-up for meetings and events.
- Assist with ordering catering for meetings and events.
- Assist in delivery of staff celebrations
- Attend to incoming and outgoing post and couriers.
- Assist with administrative and clerical duties such as typing documents, data entry, filing, photocopying, laminating and binding.
- Drafting various administrative forms including but not limited to banking and compliance related paperwork.
- Reconciling Cab-Charge accounts for sign-off.

Facilities

- Assist the Office Manager with the purchasing of consumables for the Sydney office (stationery and kitchen supplies).
- Maintain the staff kitchen in good order.

- Respond to requests and enquiries from staff, liaising with the Office Manager when necessary.
- Photocopier maintenance and supplies
- Assist with delivery of office sustainability measures such as waste treatment and energy efficiency projects.
- Maintain the organizational equipment register.
- Assist in purchase of new equipment through obtaining quotes and ordering equipment where indicated.

Child Safety

- Comply with the National Child Safety, Code of Conduct and Procedure.
- Provide a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people associated with the program.
- Interact with children and young people in ways which are positive and safe.
- Provide adequate care and supervision of children and young people associated with the program.
- Act as a positive role model for children and young people.
- Report to the National Program Manager or other appropriate person any suspicions, concerns, allegations or disclosures of alleged abuse against children and young people.

Organisational Participation

- Work collaboratively with team members to contribute broadly to the achievement of Aurora objectives.
- Participate in organisational and team planning initiatives.
- Provide regular reporting as required.
- **Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and Aurora's policies and procedures.**
- Undertake other responsibilities and duties within the scope of this role, as directed.

Selection Criteria

Essential

- To be Aboriginal and/or Torres Strait Islander is a genuine occupational requirement for this role under Section 14(d) of the Anti-Discrimination Act 1977 (NSW).
- An understanding of or capacity to learn about Indigenous histories, cultures, organisations and the issues facing Indigenous people in Australia meeting their aspirations for their communities and families.
- The ability to (or aptitude to learn) communicate effectively with Indigenous people, stakeholders and organisations.
- Clear and professional telephone manner with the confidence to deal with stakeholders at all levels.
- Can-do approach to work and the willingness and flexibility to help when and where needed.
- Attention to detail and pride in doing a good job.
- Intermediate level of computer literacy.

Desirable

- Working towards qualifications in business or administration.

Other Requirements

- Willingness to obtain a Working With Children Check.
- Satisfactory national police check.

Our organisation is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.