

- Research, Policy and Cultural Planning
- Facilities Planning
- Business Planning
- Organisational Development
- Visual Art Projects
- Board Development



Admin and Project Officer

Part-time or Contract (12 - 24 hours per week)
Pro Rata \$60,000 - \$70,000 per annum (negotiable)

ABOUT US

Positive Solutions is a leading consulting practice operating throughout Australia and internationally. We have been operating for over 30 years. Much of our Australian work is focused in, Victoria, New South Wales and Queensland, with most of our overseas work in New Zealand and Hong Kong. We specialise in consultancy, training and organisational development in the creative and non-profit sectors. Our clients include all levels of government, independent non-profit organisations, and commercial organisations.

Our services include research to inform Government policy, facilities developments in the cultural sector, and training and organisational development for cultural and non-profit organisations. We also provide support and training for the boards of non-profit organisations.

POSITION DESCRIPTION

The successful candidate will provide research support to meet the requirements of our consulting projects and assist in preparing and drafting reports and proposals. You will also be required to provide support for project and company administration and logistics.

Since early 2019 all of our team members have worked from their home base or through use of managed workspaces.

KEY RESPONSIBILITIES

- > Contribute to report/tender writing and development of deliverables on select projects.
- > Report and Presentation design and quality control - prepare, format and publish reports and presentations to a high standard and in accordance with the Company style guide and templates.
- > Undertake desk-based and primary research, including benchmarking research, policy reviews and phone interviews.
- > Administer meeting schedules, invoicing, contact lists and other aspects of the project.

SKILLS AND EXPERIENCE

Essential Selection Criteria

- > Strong written and verbal communication skills, including writing, research, editing and proofreading skills, and proven ability to effectively liaise with clients and stakeholders
- > Understanding of or interest in the arts and cultural sector
- > Project management experience including demonstrated ability to meet deadlines and progress tasks across multiple concurrent projects
- > Computer literate with advanced skills in Microsoft Office Word, Excel and PowerPoint and basic skills in Adobe InDesign and Acrobat Pro
- > Attention to detail, the ability to take direction, and give and receive feedback to achieve high quality performance standards.

Desirable

- > Tertiary education
- > Experience managing an office space troubleshooting IT issues
- > Experience with web-based platforms including WordPress, Survey Monkey, Mailchimp and Social Media (Facebook, Instagram, LinkedIn). Familiarity with Microsoft Sharepoint
- > Bookkeeping skills and experience using Xero or similar software.

The Admin and Project Officer role provides the opportunity to work on a wide range of interesting projects in a small team environment.

To apply, please email a brief cover letter explaining your reasons for applying, a copy of your CV, and a short statement addressing the selection criteria (max 2 pages), with two professional referee contact details to info@positive-solutions.com.au by **5:00pm Friday 12th February 2021**