

# Banjima Native Title Aboriginal Corporation RNTBC

## POSITION DESCRIPTION: Meetings Logistics Coordinator

SECTION 1: ORGANISATION OVERVIEW			
<p>Banjima Native Title Aboriginal Corporation RNTBC (<b>BNTAC</b>) is the prescribed body corporate holding native title on trust for the Banjima People.</p> <p>The Banjima native title determination area covers a large area of land and waters in the Pilbara region of Western Australia. There are approximately 500 adult Banjima People and many more Banjima children.</p> <p>As well as their roles and responsibilities as a PBC, BNTAC's objectives also include to provide relief for disadvantaged Aboriginal people, maintain and support traditions, laws, language and culture of Banjima people, as well as provide economic, social and cultural benefits, including housing, training and education.</p>			
SECTION 2: POSITION IDENTIFICATION			
<b>Position:</b>	Meetings Logistics Coordinator	<b>Classification:</b>	As per Conditions of Employment
<b>Region:</b>	Western Australia	<b>Award/Conditions:</b>	Clerks (Commercial, Social and Professional Services) Award
<b>Location of position:</b>	Perth Office		
<b>Hours:</b>	37.5 hours per week		
<ul style="list-style-type: none"> <li>SECTION 3: REPORTING RELATIONSHIPS</li> </ul>			
<ul style="list-style-type: none"> <li><b>Responsible to:</b> Meetings Logistics Team Leader</li> </ul>			
<ul style="list-style-type: none"> <li><b>Staff reporting to this position:</b> N/A</li> </ul>			
SECTION 4: ORGANISATION BACKGROUND / VISION			
<p>This role with BNTAC carries responsibility to actively assist the Meetings Logistics Team Leader and other employees to promote the key organisational vision:</p> <p><i>The Banjima people are healthy, secure and independent with diverse life choices and the ability to determine their own future. The foundation is a proud entity centred on strong culture, community unity and effective governance.</i></p>			

## **SECTION 5: OCCUPATIONAL HEALTH AND SAFETY RESPONSIBILITIES**

All employees have responsibility for Work Health and Safety. The employee shall comply with the Workplace Health and Safety Act, Regulations, Codes of Practice and BNTAC Workplace Health and Safety Policies and Procedures.

The employee shall comply with instructions given by their manager in the respect of the Health and Safety of themselves and the Health and Safety of other persons.

## **SECTION 6: PRIMARY OBJECTIVES OF THIS POSITION**

The primary objective of this role is to ensure the smooth running of Banjima meetings through the well organised coordination of meeting administration and logistics. This role is pivotal in building excellent working relationships with Banjima People and supporting their attendance at meetings to ensure that the organisations operational and governance needs are fulfilled.

## **SECTION 7: KEY RESPONSIBILITIES, GOALS OR OBJECTIVES**

*Duties and responsibilities include, but are not limited to:*

- Ensure that all registers detailing the names, contact and payment details of Banjima representatives sitting on various committees and sub-committees are kept up to date;
- Full management and coordination of meeting representative's attendance at numerous meetings, ensuring the correct delegates are in attendance;
- Full management of travel arrangements for BNTAC staff and meeting representatives, including meal and travel allowances, reimbursements, booking flights, car hire and facilitate payment of invoices;
- Ensure that the Meeting Spreadsheet is accurately maintained and provided to Payroll in a timely manner prior to meetings;
- Full management of all meeting logistics for numerous meetings i.e. venue hire, catering, attendance, technical services (as required), event management, etc;
- Manage the planning and logistics of relevant BNTAC meetings, including the AGM, road-shows, end of year functions, planning days, etc; Be available for periodic travel to the Pilbara region to attend meetings and events, as required;
- Ensure facilities are kept at a high level of presentation including boardrooms, kitchens and other public areas;
- Negotiate with vendors as appropriate in relation to meetings to achieve the most favourable terms;
- Liaise with other BNTAC staff as required in relation to meeting budgets and ensure budgets are adhered to;
- Management of BNTAC General Calendar and BNTAC Board Room Calendar;
- Day to day management of kitchen amenities and general staff amenities;
- Management of office stationery supplies;
- Management of incoming and outgoing mail, including returned mail;
- Flexibility with working hours on meeting days
- Management of BNTAC Mail Registers; and
- Any other duties as directed by the Meetings and Logistics Team Leader

## SECTION 8: KEY PERFORMANCE INDICATORS

- All documents/registers and contact details relating to meeting attendees are kept up to date and filed correctly;
- Consistent implementation and compliance with BNTAC Travel policy and booking processes;
- Consistent and accurate Meeting Spreadsheets are provided to Payroll in a timely manner before each meeting;
- Timely issuing of all relevant correspondence to meetings participants, vendors and internal staff;
- Consistent evidence of timely and effective planning and logistics and payments for meetings;
- Meeting attendees are given appropriate support and advice in a timely manner;
- BNTAC general calendar accurate and kept up to date;
- BNTAC Mail Registers are accurate and kept up to date;
- Office Stationery supplies are maintained in accordance with operational needs; and
- All Returned mail is retained and logged accurately.

## SECTION 9: LEVELS OF AUTHORITY

This authority should be exercised in a responsible, legitimate and appropriate manner in the most ethical and commercial interests of the corporation. This authority must not conflict with any BNTAC policy statements, procedures and instructions.

## SECTION 10: SELECTION CRITERIA

### Essential:

- High level interpersonal skills and ability to establish and maintain productive relationships with Banjima people, colleagues and external partners;
- Extensive office administration and travel coordination experience;
- Ability to plan, coordinate and implement administration systems and use required software;
- Experience in assisting a team administratively.
- Demonstrated ability to take initiative, work independently and flexibly, as well as cooperatively as part of a team.
- Demonstrated ability to organise work, manage time, manage competing demands, determine priorities and meet deadlines.
- The ability to work well within a team and independently

### Desirable:

- Experience working with Aboriginal organisations and people.