



## **OFFICE MANAGER**

- Location: Bairnsdale office, East Gippsland, Victoria
- Part-Time (0.8), flexible and school hours considered, with potential flexibility to work 1 day from home
- Remuneration and other conditions: \$75-\$80,000.00 pro rata negotiated with successful candidate + 15 % Superannuation

## **WILDLIFE UNLIMITED**

Wildlife Unlimited has been delivering ecological consulting and on-ground environmental management since 1996. In 2023 with the support of Ecolands Collective, Wildlife Unlimited transitioned to a Not-for-Profit organisation, meaning all our work now contributes to achieving our principal purpose: *Supporting our natural environment and communities to flourish.*

Based in Bairnsdale on Gunai Kurnai Country our team of highly experienced Ecologists operate throughout Victoria working with a range of clients across government, non-government, non-profit and for-purpose, private/philanthropic organisations. We provide a range of services including comprehensive environmental research, education, feral animal management and biodiversity surveys.

This role and our organisation are deeply rooted in and empowered by a growing conservation network across Gippsland and southern NSW. You can read more about our projects, activities and services by visiting our website: [wildlifeunlimited.org.au](http://wildlifeunlimited.org.au) and [ecolandscollective.org.au](http://ecolandscollective.org.au)

## **ABOUT THE OPPORTUNITY:**

Following a change to business structure in 2023, we have created a new role of Office Manager to provide essential administrative management to our 14 strong team, supporting our ecological leadership.

In an important step forward for Wildlife Unlimited (WU), the Office Manager role will contribute to the success, growth and efficiency of the organisation, by centralising core administrative functions including; HR, IT and Finance activities, as well as office based OHS and Workcover efforts. Collaborating with our field-based and ecology teams, and the broader Ecolands Collective team, the role will help us streamline business operations and decision-making, unblocking our scientific team and creating compliant, effective administration routines and standards.

Reporting directly to our two Principal Ecologists, you will play a key role in overseeing daily office and administrative operations. You'll support our team in fostering a positive workplace culture by developing essential policies and procedures, reviewing systems, and promoting effective communication and collaboration—ultimately contributing to the efficiency and sustainability of WU.

You'll be supported by the broader Wildlife Unlimited and Ecolands Collective team as you bring your office and administrative leadership skills into alignment with our systems and existing protocols. Once integrated into the team, you'll serve as the primary point of contact for our IT, payroll, bookkeeping, and other key service providers. Your role will be essential in ensuring reliable, timely, cost-effective, and efficient solutions that support our daily operations, help us achieve our organisational goals, and maintain ongoing regulatory compliance.

## **ABOUT YOU**

As the Office Manager of Wildlife Unlimited, you will be integral to maintaining the efficient functioning of our not-for-profit environmental charity.

We are seeking a people and process focussed individual with strong organisational, administration and office management skills, capable of working in collaboration with internal and external stakeholders to meet our purpose and objectives.

This role will suit a collaborative and highly organised individual with the ability to manage our broad day to day administrative activities, working through and actioning routine and arising tasks and projects with a high level of autonomy. Your contribution will be fundamental in ensuring successful operations of WU.

## **KEY RESPONSIBILITIES:**

### **OFFICE & ADMINISTRATIVE MANAGEMENT**

- Manage the effective and efficient running of our Bairnsdale office/depot including general building oversight and fleet management
- Manage office and IT equipment needs, ensuring all systems are operational and that the team have the resources they need to work effectively, with support from our IT service provider.
- Manage and support effective use of SharePoint and improved data management
- Review, implement and improve internal systems, processes, procedures, records and tools for effective, efficient and consistent management of information and outcomes
- Support Field/Project Managers with administration support including field accommodation booking and contract coordination
- Support OHS, HR, IT and Regulatory/Governance functions, participating in the effective planning and delivery of improvement actions, with support of Ecolands Collective and external contractors
- Oversee financial administration processes in Xero ensuring timely and accurate accounts payable, receivables and payroll (bookkeeper administered) with the oversight from the Finance consultant.
- Support the team with consistent, reliable, collaborative and high-standard management support and communications
- Support the development of refined internal and external communications. Assist with maintenance of Wildlife Unlimited blog including regular updates, newsletters and posts aligned with business activities and support comms across the broader Ecolands Collective with support from our Communications Consultant
- Other duties, as required from time to time.

### **PEOPLE COORDINATION**

- As a core member of the team you will reflect our values and lead by example: Integrity, Knowledge, Collaboration and Active Hope
- Support the entire employee life cycle, including contracting and onboarding via Employment Hero and maintaining employee files and training records as part of enhanced HR management practices
- With support from external providers, establish practices for performance management and development, incorporating practices that empower and equip our capable and committed team to achieve individual, team and organisational goals
- Support leaders with effective and fair management of teams;
  - This role will support regular meetings with agendas and actions
  - Support the Annual Performance Review process
  - Act as a touch point for team members (outside of ecology specific deliverables) for feedback, grievance and complaints
  - Develop & support management practices that recognise outstanding people
  - Where necessary, support performance and improvement/management activities
- Occupational Health and Safety - Support OHS compliance including Workcover and maintenance of training register

- Human Resources and Employment Compliance - Coordination of HR and Employment processes, documentation and policy consistent with legislation and best practice, supported by external contractors as appropriate

## **RELATIONSHIPS**

Details of relationships relevant to this role

- **Direct reports:** Admin Assistant
- **Reports to:** Principal Ecologists
- **Internal stakeholders:** The position supports a core leadership group and a team of Ecologists.
- **External stakeholders:** The wider Ecolands Collective Group, regular reporting, interaction and collaboration with consultants and external contractors (IT providers, book keeping or accounting services etc).

## **ACADEMIC / TRADE QUALIFICATIONS**

### **Essential:**

- A full driver's license and willingness to travel to sites as required.

### **Desirable:**

- Mental Health First Aid
- First Aid - Provide First Aid and CPR
- Working with Children check
- Administration or HR qualification may be advantageous although not essential

## **SKILLS & EXPERIENCE**

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| <ul style="list-style-type: none"> <li>• Demonstrated experience in similar role office, people and administration leadership function (Essential)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Experience with Microsoft Office and SharePoint</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Demonstrated ability to balance and deliver projects and routine tasks with competing priorities, multiple deadlines and stakeholders</li> </ul>  |
| <ul style="list-style-type: none"> <li>• High level of computer proficiency, including strong skills (experience) in MS Office, SharePoint database use/management and Canva or similar, and the proven ability to learn new systems quickly and with confidence.</li> </ul> |
| <ul style="list-style-type: none"> <li>• Ability to work independently with a high degree of accountability, transparency and collaboration</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Demonstrated ability to improve operational efficiency through the identification and implementation of administrative and procedural improvements (including OHS, IT, HR and Finance)</li> </ul>                                   |
| <ul style="list-style-type: none"> <li>• Be self-motivated, adaptable to change, and willing to improve self, team and processes</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Excellent communication skills (both written and verbal) and the ability to manage professional relationships, utilise available technologies and report effectively as required</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Capable of conveying information clearly and professionally. High level of accuracy and attention to detail</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Ability to get things done, grasp problems quickly and find effective solutions</li> </ul>  |
| <ul style="list-style-type: none"> <li>• All round commercial business skills with focus on stakeholder needs</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Experience with Xero or other Accounting Software (and basic book keeping/payroll functions), as well as HR/Payroll programs such as Employment Hero - Training will also be provided</li> </ul>                                    |

## **KEY SELECTION CRITERIA**

### **Wildlife Unlimited uses Merit Based Selection in recruitment.**

To help us consider your application, please provide examples of your experience in relation to our Key Selection Criteria (below) in your Cover Letter or Application.

1. Demonstrated experience in similar role office, people and administration leadership function (Essential)
2. Experience and demonstrated performance supporting (preferably coordinating) effective HR, OHS, and IT functions
3. Proven ability to work with existing systems and processes, assess their effectiveness, identify areas for improvement, and collaboratively develop practical solutions to enhance efficiency and outcomes.
4. Strong digital literacy, with demonstrated experience using MS Office, SharePoint, Xero, Canva (or similar tools), and a proven ability to quickly learn and adapt to new software and systems with confidence.
5. Demonstrated ability to work as part of a fast paced project delivery environment to achieve both individual and organisational performance objectives

## **Other Relevant Information Employment Eligibility**

*This position has the following specific requirements as a condition of appointment:*

- Current Driver's Licence or the ability to travel independently without limitation
- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa
- Conditional on the completion of 2 professional reference checks
- Applicants will be subject to a probation period of six months
- Shortlisted applicants may be required to attend a pre-employment medical or fitness to work declaration
- All new appointments are subject to a 100-point Proof of Identity Check, as well as Working With Children Check both prior to commencement and throughout the term of employment