

## POSITION DESCRIPTION

|                                      |  |
|--------------------------------------|--|
| <b>JOB TITLE:</b>                    | Project Administrator                              |
| <b>EMPLOYMENT TYPE:</b>              | Full time  |
| <b>LOCATION:</b>                     | Flexible – Home plus Inside Policy’s Sydney Office |
| <b>SUPERVISOR/MANAGER:</b>           | General Manager, Operations                        |
| <b>MAIN DUTIES/RESPONSIBILITIES:</b> |  |

Inside Policy is an Indigenous owned and led social and economic policy advisory firm. Established in 2014 by founder, Kuku Yalangi woman, Natalie Walker, Inside Policy is a trusted partner to governments in delivering social research, consultation, policy reform and evaluation projects in the policy areas of family/domestic violence, child and family services, justice, social impact investment and Indigenous economic development.

Insiders (i.e. Inside Policy team members) are committed to making our nation a better place for Indigenous Australians and our most vulnerable populations by providing evidence-informed and credible policy advice.

Inside Policy is a dynamic, purpose-driven organisation which does high quality work for our clients in a fast-paced environment. To enable this, we support all Insiders through our annual growth process – *Inside Up*, by having flexible work arrangements, by supporting a range of learning experiences to help team members achieve their goals, and by ensuring team members are applying their areas of strengths while building new expertise. We operate in a matrix management structure where all client-facing team members, including Project Administrators:

- have a line manager who supports their development and progression in the organisation, and
- are accountable to Project Leads for project tasks for which they are responsible.

Project Administrators at Inside Policy are critical supports to project teams. Project Administrators participate in our project teams, supporting Project Leads to successfully deliver projects within tight timeframes for Inside Policy’s clients. Project Administrators can work several projects with different Project Leads across a range of social policy areas, providing them with exposure to an array of research tasks and policy issues.

Successful Project Administrators love organising, keeping records up to date, checking progress against project schedules, working to deadlines, coordinating others as well as communicating up, down and across the team and organisation.

The Project Administrator is responsible for:

- Supporting multiple Project Leads across multiple projects in providing project-related research activities such as minute taking, administering surveys, data entry, and transcription.
- Arranging events including:
  - booking venues,
  - distributing invitations,
  - managing RSVPs,
  - distributing participation information and post event follow up communications, and
  - managing event participant enquiries / requests.
- Providing secretariat support for projects including:
  - liaising with clients to schedule internal and external project governance meetings,



- 
- preparing and distributing agendas, papers and minutes,
  - managing consultation / research participant requests,
  - arranging meeting details (i.e. room bookings and or conference facilities), and
  - creating and maintaining project files, communication channels and calendars.
  - Providing secretariat support for members of the Executive Leadership Team as required such as:
    - calendar management,
    - liaising with clients to schedule meetings,
    - arranging meeting details (i.e. room bookings and or conference facilities).
  - Coordinating and booking project team travel.
  - Working with Project Leads to assist in the allocation of work and plan team resourcing, supporting the General Manager, Advisory to allocate work in the Advisory team and manage capacity.
  - Being an alternative point of contact for clients when the Project Lead is unavailable.
  - Other tasks as directed by their supervisor / Project Lead / General Manager, Advisory as required from time-to-time.

---

### **SKILLS & EXPERIENCE**

- Advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Proficient in a range of video-conferencing platforms including Zoom, Teams, Pexip and Google Meet.
- Proficient in Apple and cloud-based ways of working including use of Xero, Dropbox and Slack.
- Strong verbal and written communication.
- Organised and ability to meet deadlines.
- Adept at stakeholder engagement and management.
- Demonstrable experience in establishing and implementing clear processes that support key activities.
- Self-starting, independent thinker.
- Ability to work under broad supervision and in a team.
- Confidence in providing and receiving feedback on / from others.
- Working in / with government and / or not-for-profit sector with service delivery experience.

---

### **PERFORMANCE GOALS**

- Completion of project tasks to a high standard and on time.
- Deal with team members professionally at all times.
- Work in accordance with Inside Policy's values (See below).

---

### **OTHER INFORMATION**

While this is not an identified position, Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

---

## OUR VALUES

### **Curiosity – Insiders have a strong desire to know and learn.**

Developing valuable insight for our clients is our secret sauce. Having the desire to learn new methods, deeply understand our clients and their stakeholders, policy trends, developments in government, way of working and translating all of this into practice helps us stay on the cutting edge of insight.

*The question curious Insiders ask is “What more can I learn?”*

### **Reflection – Insiders dedicate time to deep thought and consideration.**

At an individual level, reflection – especially critical reflection – helps us perform and grow. At a team level, it helps us work together better and collectively solve complex problems. At a project level, critical reflection helps us to design approaches and insights that are particular to the project.

*The question reflective Insiders ask is “What’s a different way of exploring the issue?”*

### **Quality – Insiders constantly pursue a higher standard of performance and output.**

Being the best at being better is critical for developing unique policy insight that changes the world. For our work to be persuasive to us, our stakeholders and our clients it must be well-presented, defensible, robust and evidence informed.

*The question asked by Insiders in pursuit of high quality is “Am I proud of my work?”*

### **Pragmatism – Insiders constantly assess the fairness and practical application of their advice.**

We work in a complex, ambiguous, ever changing environment with competing interests and constraints. Therefore, to be relevant and useful, our preferred ways of working at Inside Policy and with our clients must recognise these competing, complex requirements to ensure our work and advice is fair and practical.

*The question pragmatic Insiders ask is “How easy or difficult will it be to understand and then implement my suggestion?”*

### **Responsibility – Insiders have a strong sense of duty for the contribution they can make to our world and what they are to achieve in their role, their projects, as a team member and as a community member.**

We must all do what is expected and required of us in order for individuals, teams and the company to succeed. We also recognise that our advice on complex social policy matters often impacts the most vulnerable in our community, because of this and our deep care for our world, we must exercise this role judiciously.

*The question responsible Insiders ask is “What contribution have I made today?”*



**Trust – Insiders are reliable, credible and engaging.**

Trust in each other is what creates teams. A client's trust in our advice is what gives us influence. A stakeholder's trust in our work gives us access.

*The question trusted Insiders ask is "Do I have the trust of my team / clients / stakeholders?"*