

## New South Wales Chapter

### Program Support Officer

#### About the Australian Institute of Architects

The Australian Institute of Architects is a peak professional and national membership-based organisation representing approximately 11,000 architects across Australia. Through its State and Territory Chapters, the Institute offers a wide range of high quality, member-focused services and activities, advocacy, and life-long education to support architects to remain at the cutting edge of their profession and to promote the value of architecture more broadly.

#### Goal

To make the world a better place through architecture.

#### Vision

A strong architectural profession that inspires clients and promotes community and public interest through exceptional design and an ethical approach to the built environment.

#### Mission

To develop and promote a strong architectural profession and be the public voice for architecture.

#### Three-year strategic planning outcomes (2018-2020)

- A well regarded and highly relevant profession
- Strong governance guiding the profession
- Respected advocate with clear policy agenda
- Strong member engagement and loyalty
- Indispensable member services
- Vibrant high capacity Institute

#### Organisation values

- One community      Embracing diversity and open communication
- Innovation          Demonstrating leadership with courage and creativity
- Accountability      Acting with integrity, responsibility and sustainability
- Respect              Relating with empathy and recognition of effort
- Collaboration      Working together with trust, transparency and fun

#### The role within the context of the NSW Chapter

The NSW Chapter represents more than 3,000 members and is the voice of the architectural profession in NSW. In addition, the Chapter runs a range of metropolitan and regional programs which are aimed at cultivating a professional community focused on excellence in architectural design and practice. Reporting to the Executive Director, NSW the Program Support Officer will provide general secretariat support for Institute programs, including the Architects Male Champions of Change program, as well as the Chapter Executive Director.

#### Position Title

#### Program Support Officer

#### Location

NSW Chapter: Tusculum, 3 Manning Street, Potts Point NSW 2011

#### Loading

The position is part time (2 days per week) and flexible subject to program requirements

### **Position focus**

The work of the Program Support Officer is chiefly focused on providing secretariat support for the Architects Male Champions of Change program. This program was formed within the NSW Chapter in 2015, and currently consists of large practices with offices in Sydney, who are brought together by a common recognition of the distinct gap of senior women in Australian architect practices, and a commitment to proactively work together to address this issue within the architectural industry. It is part of the broader Male Champions of Change initiative. The group is convened by an external consultant, Dr. Jess Murphy. Since inception the NSW Chapter has provided secretariat support for the program, but in 2018 there is an intent to expand the program nationally. This support role is responsible for administration, coordination and planning to ensure that the program achieves its strategic and budgetary outcomes.

The role will also provide general secretariat support for other programs on an as needs basis. As such, the Program Support Officer role will have flexible working hours.

### **Key responsibilities**

Working collaboratively with Chapter staff and members this role is responsible for:

- Providing secretariat support to the Architects Male Champions of Change Program convenor and participants
- Administering, coordinating, and planning to ensure the program achieves its strategic and budgetary outcomes
- Providing general secretariat support to other programs as required
- Any other duties as reasonably required to support the operation of Institute programs

### **Detailed responsibilities**

In accordance with Institute policies, procedures and guidelines and working in association with relevant Institute staff, the Program Support Officer shall:

- Organise the Architects Male Champions of Change program meetings including issuing invitations, and preparation and issue of the meeting agenda, minutes and supporting papers in consultation with the Program convenor and NSW Executive Director
- Attend program meetings to provide secretariat support
- Liaise with program participants and their representatives
- Provide support in the preparation of reports and other documents between meetings
- Provide administrative and bookkeeping support for the program
- Provide general administrative assistance to program members and the convenor
- Coordinate the preparation of budget reconciliation and an annual program report, as required, in consultation with program members
- Provide general secretariat support for other programs on an as needs basis

And other tasks from time to time to achieve the strategic objectives of the Institute as directed by the Executive Director, NSW.

**Key stakeholder relationships**

<i>Internal</i>	<i>External</i>
Champions and Implementation Leaders of member practices Chapter Executive Director and Chapter staff Other Chapter Executive Directors and their staff National office staff Institute members	Program facilitator Male Champions of Change staff

**Position Requirements**

- Experience in administration and or personal assistant role
- Experience in working with committees and providing secretariat services
- Sound organisation and administration skills
- Experience in book keeping and budgeting
- Competence in Microsoft Office and database use
- Demonstrated relationship management experience with capacity to manage professional and expert committees/stakeholders
- Good time-management skills
- Well-developed written and verbal communication skills
- Ability to work collaboratively in the environment of a professional organisation
- A commitment to quality customer service
- Ability to work flexible hours to meet the needs and requirements of the current program and a potential expanded national program, which may include occasional interstate travel.

**Program Support Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Director, NSW:** \_\_\_\_\_ **Date:** \_\_\_\_\_