



## POSITION DESCRIPTION

### Executive Officer

<b>Job title</b>	Executive Officer
<b>Reports to</b>	Chief of Staff and in their absence, Executive Director
<b>Status</b>	24 month contract (option to extend - dependent on organisational need) 3 month probation Full Time
<b>Direct reports</b>	Nil
<b>Date updated</b>	February 2025
<b>Salary range</b>	Level 4, SACS Award - \$75k - \$85k pro-rata PT/FTE (based on experience), plus 12% superannuation and access to generous NFP tax concessions (specifically, a salary packaging scheme offering up to \$15,900 of your salary tax-free)
<b>Location</b>	The Commons, Gipps Street Collingwood with some opportunity to work from home/remotely. Travel may be required from time to time.

## Original Power

**Our vision:** *We dream of Aboriginal and Torres Strait Islander communities with all the necessary ingredients to self-determine our own futures and protect our country.*

**Our mission** is to build the power of Aboriginal and Torres Strait Islander peoples to protect country by increasing the effectiveness of community campaigning, organising and community development processes.

Original Power provides strategic advice and campaign support, facilitates capacity building and connects communities. The demands of climate justice require us to not only confront the climate crisis, but in doing so, build our capacity to ensure we are people who can confront all forms of injustice, determine our own futures and help bring greater control and dignity to our communities.

Original Power is a growing organisation with a base in Melbourne and staff working remotely from other locations across Australia. Our current priorities are working with First Nations communities to protect country and water from the risks of fracking in the NT. We also drive the dynamic [First Nations Clean Energy Network](#), as well as build demonstration renewable projects in First Nations communities to power them into the future.

## The Position

Reporting to the Chief of Staff, the **Executive Officer** provides high level administrative support to the Melbourne-based executive and administrative support across all Original Power business functions and program areas including support for meetings, travel logistics and general assistance.

The Executive Officer will be comfortable working independently in a fast paced environment and will be able to adapt to the needs of the organisation.

The role will largely work from the Melbourne office in Gipps Street, Collingwood but on occasion may be asked to travel for organisational gatherings.

### Original Power

36-38 Gipps Street, Collingwood VIC 3066

ABN NO: 98 627 048 373

ACN: 627 048 373



## About You

You are:

- First Nations and/or strongly committed to the protection of country and justice for Aboriginal and Torres Strait Islander Peoples
- An organised, all-rounder with a background in providing administration support across teams, and you are willing and able to learn new systems
- You love to organise, implement and solve administrative/systems based issues
- Someone who picks up the phone or heads over to a desk to talk through an issue or to ask a question - whatever the most efficient and effective way to communicate is at any given time
- A collaborator, with a belief in and commitment to building the power and capacity of others
- Curious and genuine, friendly and love to contribute to a generous team vibe
- A team player, who is respectful, constructive and able to build relationships with a wide range of people and stakeholders
- Robust in your personal judgement and able to work effectively in sensitive situations
- Resilient and willing to persevere to reach long term goals
- Committed to equity, diversity and inclusion
- Highly motivated and adaptable, happy to roll up your sleeves to solve a problem or help out, and are energised working with and supporting small, agile teams that are working to make a difference.

## Key Responsibilities

The key responsibilities of the role include:

- Provide administrative support to the Executive Director, in diary and email management, financial expense management, organisation of meetings, appointments, speaking engagements, conferences and travel arrangements - this extends to the Director, Policy and Engagement and the Chief of Staff
- Maintain the Original Power organisational calendar and track key event and reporting dates
- Provide administrative assistance and support for all Board related matters including logistics, action items and scheduling
- Take a pro-active approach to solving problems and triaging any diary clashes, communication issues or requests for information from external stakeholders
- Support staff travel and accommodation arrangements including keeping record of itineraries, approvals, and emergency contacts
- Provide logistical support including travel and accommodation, for events and conferences.
- Provide meeting support to all program areas, including venue booking, catering, and logistics
- Collaborate on projects and events across the organisation
- Other general administrative support as required.

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The responsibilities of the Executive Officer will be wide-ranging and responsive to the needs of the Executive Director and broader executive team

### **Requirements and skills:**

- A high level of cultural competence is required and existing close ties with Aboriginal and Torres Strait Islander communities in areas where Original Power operates are a strong advantage.
- Experience providing high quality executive support, with attention to detail preferably in a small and/or geographically distributed organisation
- Excellent interpersonal, verbal and written communication skills
- Aptitude and interests in problem-solving
- Excellent organisational skills, including the ability to plan and prioritise work to meet deadlines, attention to detail and to work calmly under pressure
- Cultural competencies and awareness to work effectively with a diversity of people
- Ability to work collaboratively and with a high level of flexibility both in a team and independently, in an environment with changing demands.

### **Qualifications + Experience**

Relevant qualification and / or at least three years' of relevant experience

### **Selection Criteria**

#### **Experience & Demonstrated Skills - Required**

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1. At least three years' experience in a like role with ability to undertake core requirements of the role
2. Fit with organisation values and culture
3. Ability to work collaboratively with other staff, service providers and partners
4. Highly organised and detail oriented with proven ability to work under pressure, adapt to change and deliver to tight deadlines
5. Excellent written and verbal communication skills with good attention to detail
6. Strong knowledge across the full suite of Microsoft Office applications and Google Workspace with the ability to learn new systems and applications
7. Good level of cultural knowledge with experience working with Aboriginal and Torres Strait Islander people and organisations

#### **Qualifications & Skills - Highly Desirable**

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8. Familiarity with clean energy and self-determined protection of country work areas that are a focus of Original Power's work
9. Experience in working remotely with the ability to manage your own time.

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