

Office Manager, Law and Justice Foundation of New South Wales

The Law and Justice Foundation of New South Wales

The Law and Justice Foundation of New South Wales ('the Foundation') is a body corporate constituted by the *Law and Justice Foundation Act 2000* (NSW). The Foundation's objectives are to contribute to the development of a fair and equitable justice system which addresses legal needs and improves access to justice for the community of New South Wales, particularly by economically and socially disadvantaged people.

The Foundation's primary contributions to fulfilling the Objectives are achieved through the design, construction and delivery of high quality applied and empirical research, dissemination of the results of that research and other information that supports access to justice, to stakeholders and the community and where appropriate advocating and influencing policy and law reform.

The Role of the Office Manager

The Office Manager plays a pivotal role in delivering proactive administrative support for the entire organisation. The Office Manager works closely with the Foundation's Director to enable smooth day to day operations.

Duties and Responsibilities

- Timely, clear and well organised general administrative support, ensuring effective management and oversight of the organisation's resources and smooth day-to-day operations across the team, and comprehensive, accessible information management.
- Assist our company accountant by maintaining office administrative systems and accurate financial documentation.
- Ensure a secure, smooth running and efficient ICT system in liaison with external IT providers.
- Lead effective workplace health and safety across the organisation.
- Develop, maintain and implement administrative and WHS related policies and procedures.
- Support the research team on an ad-hoc basis, including documentation of research materials, fieldwork support, and note taking.
- Providing executive assistance to the Director and Research Director

KEY ACTIVITIES

The key activities associated with this role include but are not limited to:

General Administration

- Organise and maintain the physical office space, including:
 - a. procurement and supplier management
 - b. office equipment and asset management

- General administrative support including responding to telephone and email enquiries, managing the post (including post box collections)
- Assist in recruitment and onboarding/offboarding process for new staff.
- Support team queries including travel bookings, assisting with meeting setup and office management issues.
- Coordinate and support of events and activities
- Liaise with facility management vendors, including cleaning, catering and security services

Executive Assistant and Board Support

- Assist with preparing documents and presentations, including editing, formatting, and drafting correspondence.
- Support the Director to coordinate board meetings.
- Support the Director to develop, update and maintain organisational policies and procedures, as necessary.
- Support the Director with contract and price negotiations with office vendors, service providers and office lease.

Records Management

- Information, record and file management, including fulfilling requirements as the Senior Responsible Officer for State Records; and maintaining physical and electronic file management across the organisation.

Finance

- Undertake bookkeeping activities in conjunction with external accountants, including managing accounts payable and receivable records and transactions, and assisting with reconciliation.

Information and Communications Technology (ICT)

- Procure, review and monitor ICT systems, hardware and software in liaison with external IT providers.
- Lead as the key contact working alongside external IT providers to ensure smooth, secure and effective Information and Communications Technology across the organization

Workplace Health and Safety

- Take the lead on effective Workplace Health and Safety across the organisation, ideally taking on first aid officer and fire safety warden roles.
- Policy and Procedure development
- Develop and maintain currency of and implement administrative and WHS related policies and procedures.

Research team support (dependent on the program of work)

- Document research and analysis procedures
- Assist with arrangements for research fieldwork.
- Provide transcription of research interviews and other note taking

- Quality assure research products, including online survey questionnaires and spreadsheets.

KNOWLEDGE AND EXPERIENCE

- 2+ years' experience in an Office Manager role, or 4+ years' experience in an Executive Assistant, Bookkeeper or Administration Officer role (or equivalent)
- Demonstrated initiative in managing and implementing administrative practices, including the development of policies and procedures.
- Experience in assessing and procuring ICT systems and software and/or managing IT support providers.
- Highly proficient computer skills, including the Microsoft Office suite (Office 365 highly desirable) and Adobe Acrobat
- Sound knowledge of WHS practices and management

KEY ATTRIBUTES

- Demonstrated capacity for exceptional organisation and time management in maintaining the physical office space as well as digital platforms, including effective planning and coordination of tasks.
- Excellent written, verbal and interpersonal communication skills
- Demonstrated ability in working proactively, efficiently and independently, utilizing initiative, sound judgement, and strong problem-solving skills.
- High accuracy and attention to detail in all areas of work
- Demonstrated ability to maintain a high degree of confidentiality.
- A supportive team player who undertakes consultation as appropriate and as required