

## Position Description



# Administrative Assistant

The Community Broadcasting Association of Australia (CBAA) is the national peak body for community broadcasting licensees. In addition to its role in advocacy and representation and providing services for members, the CBAA also manages sector-wide national projects including the Australian Music Radio Airplay Project (Amrap), the Digital Radio Project (DRP) and the CBOOnline Project. The CBAA is an equal opportunity employer committed to the development and professionalism of all staff. A not-for-profit company limited by guarantee, it is based in Alexandria in Sydney's inner west.

<b>Position Title</b>	Administrative Assistant	<b>Classification</b>	CBAA level 4
<b>Reports To</b>	Administration & Operations Manager	<b>Hours of Employment</b>	Full time: 37.5 hrs per week
<b>Salary Range</b>	\$46,715 - \$54,095	<b>Superannuation</b>	9% employer contribution
<b>Probation</b>	Three months	<b>Annual Leave</b>	4 weeks
<b>Other leave</b>	As per CBAA Enterprise Agreement		
<b>Conditions</b>	The position is ongoing subject to satisfactory performance reviews.		
<b>Approved By</b>	General Manager	<b>Date Updated</b>	May 2012

## Community Broadcasting

Australia has a unique and highly developed community broadcasting sector with over 300 licensed community broadcasting stations and the involvement of over 20,000 volunteers. Licences were first issued in 1972 to not-for-profit organisations to provide alternative and complementary broadcast services to those provided by the commercial and national sectors and access to the community in generating local media content.

The sector is extremely diverse with licences allocated both geographically and according to specific communities of interest. Approximately 70% of stations are located in regional, rural, and remote areas. In capital cities, there are both metropolitan-wide and sub-metropolitan services. Communities of interest include Indigenous, ethnic and multicultural, educational, youth, religious, specialist music, print handicapped, and a broad range of general community broadcasting stations servicing local communities.

Stations operate primarily through fundraising, sponsorship, subscription, access fees, and limited Federal Government funding provided through the Community Broadcasting Foundation (CBF).

Community broadcasting reflects a commitment to access and participation, training and producing content relevant to local and specific communities of interest. The cumulative national community broadcasting audience is 4.4m weekly.

## CBAA Key Goals

- Promote the values of the community broadcasting sector through practical actions
- Build station capacity by providing quality advice, support and services to members
- Advance the interests of community broadcasting through policy leadership, advocacy and public campaigns
- Enhance communications strategies to raise awareness and knowledge of the sector
- Increase organisational capacity to reflect best practice and facilitate sustainable growth

## Part A – Job Specification

### Primary Focus

This position reports to the Administration & Operations Manager and provides broad-based administrative support for CBAA management & staff, Board and committees. The Administrative Assistant role works closely with the current Administrative Assistant to ensure that all enquiries received at the CBAA are addressed appropriately and promptly.

### Responsibilities (Job Specific)

- Provide administrative support to the General Manager, CBAA Board and CBAA committees including coordination of meetings, reporting deadlines and detailed minute taking for Board and committee meetings.
- Provide administrative assistance to the Administration & Operations Manager and Membership & Development Manager including maintenance of hard and electronic files, contacts, systems and processes.
- Board and committee support involves: preparation and distribution of meeting papers, liaison with committee members, minutes, booking teleconferences, travel and accommodation, maintenance of records, schedules, calendars, contact lists and files
- Provide administrative support to the Membership & Development Manager in relation to membership services, including ongoing maintenance of membership data and records and membership accounts and other tasks as required.
- Co-ordination of the CBAA's grant systems including: administering hard copy and electronic files of all grant applications, agreements, reports and acquittals.
- Manage all staff, board and committee travel arrangements as required
- Provision of catering services for all CBAA meetings
- General administrative support at the direction of the Administration & Operations Manager in relation to filing, data systems, and accounts.
- Provide support to other CBAA activities as required including the annual conference and communications.
- Provide support to the Administrative Assistant role in office maintenance and reception duties.

### Shared Responsibilities (All CBAA Staff)

- Work co-operatively with other staff to achieve organisational objectives.
- Demonstrate commitment to and understanding of the values of community broadcasting.
- Maintain high standard work practices and ensure integrity, respect and confidentiality.
- Attend all relevant committee and staff meetings.
- Identify professional self-development opportunities and contribute to development of others.
- Respond helpfully and refer enquiries from members and general public as appropriate.
- Utilise and learn to use software and new technologies as required.
- Follow all CBAA policies and procedures, including OHS requirements.
- Other duties as required.

### Job Requirements

- The nature of the industry and this position mean that some after hours and weekend work may be required
- Some metropolitan or interstate travel may be required to attend the annual CBAA conference.

## Part B – Person Specification

### Selection Criteria

#### *Essential*

1. High level organisational skills including the ability to prioritise, work to deadlines, multi-task and plan ahead.
2. Previous experience in an administrative role
3. Excellent administrative and clerical skills.
4. Experience, and a high level of competence with minute taking.
5. Must demonstrate a high level of attention to detail and accuracy.
6. Advanced skills in Microsoft Office applications, particularly Word, Excel & Outlook.
7. The ability to work independently, identify opportunities, show initiative and display decision making skills.
8. Strong interpersonal skills and highly developed written & oral communication skills.
9. Demonstrated ability to communicate and negotiate effectively with a diverse range of people, including those from ethnic and indigenous backgrounds.
10. Well developed political and cultural awareness, an understanding of cultural diversity and a commitment to social justice, equal representation of women, community access and development.

#### *Desirable*

1. Experience in an EA or PA role providing support to senior management and committees.
2. A good knowledge of, and an interest in, the community broadcasting sector.
3. Experience working with MYOB or similar accounts package
4. Experience with accounts receivable.

## Part C – Application Guidelines

### Further Information

- The CBAA's website is [www.cbaa.org.au](http://www.cbaa.org.au)
- The CBAA's Strategic Plan is available at [www.cbaa.org.au/aboutus](http://www.cbaa.org.au/aboutus)
- The CBOonline website [www.cbonline.org.au](http://www.cbonline.org.au) provides a wide range of information about the community broadcasting sector and is a project managed on behalf of the sector by the CBAA.
- The key regulatory body for community broadcasters is the ACMA – the Australian Communications and Media Authority, [www.acma.gov.au](http://www.acma.gov.au)
- Community Broadcasting Foundation [www.cbf.com.au](http://www.cbf.com.au)

If you wish to make further enquiries regarding the position description please contact:

Rhonda Byrne, CBAA Administration & Operations Manager, during business hours on 02 9318 9606.

### Applications must include:

- The application cover sheet (page 5 of this document)
- A short cover letter indicating your interest in the position and most relevant experience
- A document directly addressing the selection criteria – no longer than 3 pages
- Curriculum Vitae – no longer than 3 pages
- The names, phone numbers and email addresses of three referees (referees will not be contacted prior to the interview selection process)

### Applications must be:

- Provided in hard copy.
- On plain white paper, do not staple, bind or place in folders
- Addressed to the Administration & Operations Manager, Rhonda Byrne
- An electronic version of your application should also be emailed to [admin@cbaa.org.au](mailto:admin@cbaa.org.au)

### Applications close: Friday 8<sup>th</sup> June 2012

Please post your application, marked 'confidential' to:

Rhonda Byrne  
Administration & Operations Manager  
Community Broadcasting Association of Australia (CBAA)  
P.O. Box 564  
ALEXANDRIA NSW 1435



# Application Cover Sheet

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## Administrative Assistant

Full Name	
Email	
Mobile Phone	
Other contact no.	

Please assist us by indicating how this position first came to your attention.  
*If you heard about it more than once, please number accordingly noting the order you saw or received the information.*

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| <input type="checkbox"/> CBAA website<br><input type="checkbox"/> CBAA email newsletter<br><input type="checkbox"/> CBAA Facebook<br><input type="checkbox"/> CBAA twitter<br><input type="checkbox"/> The Sydney Morning Herald (Print)<br><input type="checkbox"/> mycareer.com.au | <input type="checkbox"/> radioinfo.com.au<br><input type="checkbox"/> ourcommunity.com.au<br><input type="checkbox"/> artshub.com.au<br><input type="checkbox"/> A friend told me |
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Somewhere else? Please provide details:

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