

Job description, Executive Officer, CAULLT

- Opportunity to work with a leading national organisation in the not-for-profit sector
- Rewarding and meaningful role working with senior academics in higher education
- Casual position working as a subcontractor from home (two days a week on average)
- Flexibility and initiative essential

The role

This position provides administrative, communication, financial, project management and secretariat support to the Council of Australasian University Leaders in Learning and Teaching (CAULLT) executive committee and membership.

The incumbent liaises extensively with general and academic staff across Universities both nationally and internationally and external bodies. The position requires strong writing and contemporary communication skills to manage and advance the association's aims. The Executive Officer undertakes all the administration of the organisation, oversees outsourcing of bookkeeping and major web redesign and maintenance, organises twice yearly conferences, monthly executive meetings and other meetings as needed.

The position reports to the President, Secretary and Executive Committee.

About CAULLT

CAULLT is the peak professional body for leaders in university learning and teaching whose responsibilities include academic development. It seeks to enhance its members' capacity to be key strategic leaders and advisers in learning and teaching.

Primary responsibilities:

1. Be the first point of contact representing CAULLT for a range of enquiries and needs from internal and external stakeholders, including the executive, membership and industry.
2. Manage CAULLT membership via formal and informal means including telephone and electronic meetings, presentations and emails, social media, for support, recruitment, invoicing, web site use, project updates, and CAULLT events.
3. Lead the organisation management and monitoring of all aspects of CAULLT Conferences, Workshops, Business and Executive Meetings and other events as needed, including managing the program, guest speakers, travel, accommodation, catering and registrations.

4. Manage all elements of Secretariat duties for relevant committees of CAULLT (whether face-to-face or virtual), including organising executive meetings and related events, preparing agendas, and taking minutes for the Executive/membership, and monitor the completion of post-meeting actions.
5. Monitor the progress of CAULLT projects, liaise with grant holders or project leads and prepare status reports.
6. Communicate updates on secretariat activity and delegated responsibilities through monthly meetings with the President, Secretary and Treasurer.
7. Co-ordinate, prepare and distribute regular communications and publicity materials (e.g. monthly newsletter, web posts, emails, tweets) concerning CAULLT across a variety of platforms including social media.
8. Assist in the preparation of CAULLT budgets, including member registrations, and manage the day-to-day financials including liaison with the Treasurer, bookkeeper and auditor.
10. Prepare and lodge all NSW Department of Fair Trading returns and reports.

Selection criteria

1. Demonstrated success cultivating and maintaining strong and transparent working relationships with a range of internal and external stakeholders to meet project, strategic and operational goals.
2. Ability to independently plan and prioritise work flow to meet deadlines, take initiative and deliver high quality outcomes.
3. Demonstrated ability to be pro-active in preparing a range of communications that promote the key activities of the organisation to a range of audiences using a range of platforms with high-level writing skills including writing/editing copy.
4. Prior success in managing conferences, webinars and similar, including demonstrating flexibility and proactive problem-solving.
5. Demonstrated knowledge and understanding of Australasian university higher education, preferably its learning and teaching, and related bodies such as State and Federal Government and other HE associations.
6. Demonstrated ability to use a wide range of computer software packages and web applications including MYOB accounting software, WordPress website content management systems and social media tools.
7. A resident of NSW (to qualify to assume the role of Public Officer).

Desirable

8. A thorough knowledge of the workings of voluntary associations, their constitutions and NSW Department of Fair Trading regulations and requirements.

Training Level or Qualification Requirements

1. A degree with at least 4 years subsequent relevant experience; or
2. Extensive experience and management expertise in HE administration and planning;
or
3. An equivalent combination of relevant experience and education/ training.

Note: while the position is an average of two days' work a week across the year, it requires some full-time engagement before and during the twice-yearly conferences. A contract will be available after a probationary period.

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