



## GIWA ADMINISTRATION OFFICER POSITION DESCRIPTION

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**Title: ADMINISTRATION OFFICER, PERTH BASED**

Reporting to the Executive Officer (EO) in a small team, the Administration Officer will have both internal and external facing general administration and not-for-profit organisation responsibilities.

This position is responsible for general office and event administration, including management of IT services (through an external provider), management of physical and virtual meeting logistical arrangements, minute taking at GIWA Board and Council meetings, document (digital and hard copy) and database management, responding to membership enquiries, making travel & accommodation bookings, and assisting the GIWA team to organise and deliver industry events including conferences and field days.

At times, such as when preparing for and delivering events such as Conferences, Research Updates or Field Days, this position requires the Officer to work outside of normal working hours and in the company of other GIWA staff, to undertake regional travel involving an occasional overnight stay.

- Employer:** Grain Industry Association of Western Australia (GIWA)
- Employment:** 5 days/week (37.5 hrs/week) is preferred, but 4 days/week (30hrs/week) may be considered.  
Flexible working from home arrangements (one day per week) will be considered for the successful candidate, after probation has been completed
- Location:** DPIRD Building, D Block, 3 Baron Hay Court, South Perth
- Salary:** An annual salary in the range of **\$60,000-80,000** (or pro-rata if less than full-time) **plus Compulsory Superannuation Guarantee** (currently 10.5%) is offered dependent upon qualifications and experience.
- Duration:** Permanent
- Conditions:** Australian citizenship, drivers licence essential

## ABOUT THE GRAIN INDUSTRY ASSOCIATION OF WESTERN AUSTRALIA (GIWA)

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GIWA's purpose is to support the Western Australian grain value chain by providing "Industry good" functions such as support for grain standards, grain varietal classification and rationalisation, trade and market access issues, supply chain issues, and capacity building for the Western Australian grain industry.

GIWA's mission is an efficient and effective Western Australian grain industry. Membership of GIWA is value chain based, from researchers, plant breeders, growers, grower groups, agronomists, farm business advisors, input service providers, food and feed processors, bulk and container logistics service providers, grain traders, and others.

GIWA serves its members through the activities of its staff, its Board, its five voluntary commodity Councils (Wheat, Barley, Oilseeds, Pulses and Oats) and specialist working groups as required. GIWA is a member or industry partner of, and actively collaborates with leading grain industry organisations including Grains Australia, Grain Trade Australia, the Australian Oilseeds Federation, Pulse Australia, Barley Australia, Wheat Quality Australia, Grain Industry Market Access Forum, Grain Producers Australia, Grain Growers Limited and the Grower Group Alliance. GIWA administers the COGGO Research Fund, is a service provider to the WA Department of Primary Industries & Regional Development (DPIRD) and the Grains Research and Development Corporation (GRDC) and collaborates with the Australian Export Grain Innovation Centre (AEGIC). GIWA is incorporated under the Western Australian Associations Incorporations Act 2015. Further information about GIWA can be found at [www.giwa.org.au](http://www.giwa.org.au)

### THE GIWA STAFF TEAM

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As a small not-for-profit organisation, GIWA has a small team of experienced and motivated staff, and a regular group of contractors that it draws upon to deliver specific services and projects and provide additional support for events. The GIWA staff team currently consists of:

- Executive Officer
- Marketing and Communications Manager
- Project Officer
- Administration Officer (*this position*)

The staff are supported by and have close working relationships with regular, long-term contractors that provide the following services to GIWA:

- Project manage the delivery of the annual GRDC Research Updates (Perth and regional events) which GIWA is contracted to deliver until 2024
- Compile the monthly GIWA Crop Report
- Bookkeeping, accounting and auditing
- IT & HR services

## ADMINISTRATION OFFICER RESPONSIBILITIES

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- Perform general administrative duties associated with GIWA and its projects as required
- Respond to general enquiries both by phone and email
- Assist the EO & GIWA team to service membership enquiries, administer membership renewals, new member applications and membership records, and manage the CRM member and stakeholder database
- Attend and draft minutes of GIWA Board (4/yr) and commodity Council meetings (total of 8-10/yr) and other meetings as required
- Maintain a contract's register with input from GIWA team
- Contribute to the organisation, administration and delivery of industry events run by GIWA, including the annual GRDC Western Region Research Updates (Perth and regional events), annual GIWA Forum, annual GIWA Barley Forum, and occasional Forums and Field Days initiated by GIWA's commodity Councils. Some events involve occasional regional travel and overnight stays. Assisted by the GIWA team, the Administration Officer's tasks include:
  - organising venue & catering, setting up and managing registrations, and general logistics
  - assisting with the development of event programs and promotional and evaluation materials, and managing post-event evaluation records
  - assisting with the administration of event budgets, sponsorships and payments
  - supervision of casual staff engaged to assist with event delivery (to assist at the registration desk etc)
- Managing GIWA's internal Calendar and actions arising, including booking of meeting rooms and appointments
- Assist with financial and staff (HR) record keeping
- Help build and maintain strong working relationships with and between all key stakeholders, including GIWA members, other GIWA staff, the GIWA Board, project partners, government and national grain and agricultural industry stakeholders

## SELECTION CRITERIA

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### Essential:

- Demonstrable general administration skills
- Advanced Word, Outlook and Excel skills or ability to learn
- Demonstrable IT skills including video conferencing (eg. Zoom Meetings)
- Proven ability to work independently and with a broader team, use initiative, adapt to change, and be self-motivated
- Organisational and time management skills including ability to identify and meet deadlines
- Demonstrable minute taking and meeting support skills

- Well-developed written and verbal communication skills
- Ability to be hands on, proactive, work independently with minimal supervision and work well in a team
- Attention to detail and willingness to learn
- Ability to handle increased workload and execute under time pressure during the management of large industry events such as the GRDC Grains Research Updates
- Capacity and willingness to work outside normal hours when required, and to undertake occasional regional travel

**Desirable:**

- CRM / Database administration skills
- Conference and industry event coordination experience
- Experience with budget preparation, management and reporting
- General understanding of grain industry or agriculture and agribusiness
- Experience in working for a membership-based organisation or not-for-profit
- Experience in working with and providing administrative support to Boards, Management Committees or equivalent, especially those comprised of volunteers

**EMPLOYMENT CONDITIONS**

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This is a full-time appointment based in the GIWA offices in Kensington/South Perth, which are co-located with the Australian Export Grain Innovation Centre at the Department of Primary Industries and Regional Development site, D Block, 3 Baron Hay Court, South Perth. Free parking is available.

Additional hours may be required during busy periods, particularly around delivery of events, and will be remunerated on a time-in-lieu basis.

**END 1 November 2022**