



Western Murray Land Improvement Group

Striking a Balance

P O S I T I O N D E S C R I P T I O N

Position Title:	Executive Assistant Position Description
Employment Status:	Permanent, Part Time (22.5 hours per week)
Wage:	\$60,000 – \$75,000 + super p.a. (Pro-rata)
Location:	Murray Connect, 27 Thule Street Barham NSW
Reports to:	Roger Knight Executive Officer

About WMLIG

Western Murray Land Improvement Group is an incorporated not-for-profit group based in Barham NSW. Our office is located beside the Murray River, and we operate across diverse bushland, agricultural, and floodplain landscapes. At Western Murray Land Improvement Group our purpose is to enrich our community through the power of innovative thinking and knowledge sharing. We are a not-for-profit and registered charity organisation based in Barham, NSW on Barapa Barapa land.

Our area of operation and membership base spans 10,000 square kilometres within the Murray River Council local government footprint across diverse bushland, agricultural and floodplain landscape. We were established in 2003 by a group of passionate regional producers and community members. Today we are governed by a 9-member board with a diverse skillset that represent local community needs. We work across the pillars of Ag Research, Development and Extension, Industry Diversification, Landcare, Environmental Services and Markets.

We engage in projects that build on our community's resilience, and their capacity to harness and utilise their skills and knowledge. We facilitate engagement by bringing together community members with other stakeholders such as government agencies, elected representatives and industry groups and act as a conduit between parties for information exchange and project development where common interests converge.

Over the past 20 years we have adapted to continuous changing conditions such as climate change and adverse events such as flood and drought to increase positive outcomes for our communities.

We work closely with our First Nations People to achieve beneficial outcomes for all community, acknowledging that their rich knowledge and understanding of the land that we work and live on is a privilege to share in.

We also provide governance, administration support, and collaboration opportunities with several groups including Landcare, producer, and landholder groups. For more information about us and the work we do please visit www.westernmurraylig.org



Primary Purpose of the Executive Assistant Role

Provide a broad range of administrative services to support project development, funding, project implementation, and reporting. Effectively develop and manage recordkeeping, document control and digital systems to improve procedural efficiency, business operations and systems. Support WMLIG Staff, Murray Connect tenants, and the broader community.

Key Accountabilities

- Support the Executive Officer to prepare, coordinate, and review high level communication including submissions, briefing notes, and correspondence, to respond to issues and enquiries.
- Coordinate and manage records and databases to ensure that information is accurate, securely stored, accessible, and interoperable.
- Continuously seek opportunities to improve information management systems and support relevant staff learning needs.
- Assist with maintenance of organisational websites and social media marketing.
- Assist with marketing material using CANVA and already established templates.
- Assist with co-ordinating and writing newsletters and project related media releases.
- Assist project officers with event planning, marketing and management.
- Assist in research, development, and correspondence for funding applications, ensuring that research data is stored effectively for future use.
- Develop, manage, and deliver stakeholder engagement processes, including the development of measured surveys to evaluate community needs to inform project design and support funding applications.
- Support the information and resource needs of Murray Connect tenants and broader community members.
- Maintain and manage office OHS policies, Risk Management and other document control systems to support a safe, accessible, equitable working environment, and adherence to other state & federal policy requirements.
- Assist with event management and planning.
- Human Resources administration, dealing with our HR company Employure.

Key Challenges

- Managing competing priorities to provide consistently high levels of administrative and information support for a range of projects.
- Balancing the administrative and information needs of staff, key stakeholders and community members, responding to a high volume of queries, and addressing ad hoc requests and unforeseen issues.



Key Selection Criteria

Essential

1. Experience in high-quality customer service.
2. Demonstrated experience in the management of administration information and records.
3. Demonstrated ability to remain engaged and manage relationships with key stakeholders, colleagues, and the broader community.
4. Demonstrated ability in updating websites, social media and marketing campaigns.
5. High level written communication skills, including experience in the preparation of formal letters, reports, proposals, research summaries, public-facing project summaries.
6. Ability to self-manage and work toward competing deadlines within independent and team environments.
7. Current or willing to obtain National Police Check National Police Clearance and Working with Children check.
8. Current Australian Driver's License and own transport.

Desirable

9. Relevant qualification or experience in working in high level administration.
10. Experience working in a project-based environment.

Application Advice

WMLIG is an organisation committed to ongoing professional development and invites applications from individuals who are motivated to learn. If you are interested in this position but unsure that you meet all selection criteria, we would still like to hear from you.

To apply for this role, please send the following documents to admin@wmlig.org:

- A **resume** outlining your relevant experience, skills, and education.
- A **covering letter** outlining your interest in the role. Please address this letter to Executive Officer Roger Knight.
- A **key selection criteria response** (approx. two pages), addressing each of the eight criteria detailed above. We recommend that you provide applied examples of your working experience to address these criteria.

Should you have any questions about the Executive Assistant role, please feel free to contact **Kate Redfearn** at 0417 112 162 or kate.redfearn@wmlig.org