



Position Description -- WIA Executive Administrator

The WIA is the peak body representing the interests of all licensed radio amateurs across Australia. Radio amateurs are licensed under the Radiocommunications Act. A licence is obtained following a formal assessment. Successful candidates are issued a Certificate of Proficiency, which enables them to apply for a licence and callsign.

With a membership of around 4500, the Institute provides a range of services to its members and other radio amateurs. Additionally, the WIA is contracted through a Deed with the Commonwealth Government to provide qualification assessment services for the licensing of radio amateurs.

The WIA is a member of the International Amateur Radio Union (IARU) Region 3 Association (www.iaru.org. www.iaru-r3.org). The IARU advocates and represents amateurs' interests to the International Telecommunications Union (www.itu.int), which determines global radio regulations and frequency allocations at World Radio Conferences. Accordingly, the WIA has a working relationship with the Australian Communications and Media Authority (ACMA), which regulates radiocommunications in Australia.

The Institute publishes a magazine, *Amateur Radio*, produced in print and digital editions for 11 months a year – January-February being a combined issue. Other publications include the annual Callbook, and the Foundation Manual.

The WIA is professional and forward looking. The Institute is committed to a culture of quality, communications, customer service and the promotion of the Amateur Service in Australia, IARU Region 3 and worldwide.

Job title	WIA Executive Administrator
Position number	01
Classification	NA
Salary range	\$65,032 - \$69,154 per annum
Job opportunity	One full-time contract position, ongoing; contract renewal annually.
Reports to	WIA Board of Directors through the WIA President
Location	Bayswater Melbourne
Contact officer	Fred Swainston - ph: (03) 9729 0400
Closing date	4 pm November 30 2015

The Position

The WIA is looking for an Executive Administrator in the WIA Office in Bayswater, Melbourne.

The position requires a person with strong communications skills, a commitment to excellence, strong analytical and problem solving capabilities, an ability to think conceptually as well as creatively, the capacity to communicate effectively with stakeholders, and to work within a team environment.

Selection criteria

Required

1. Well-developed written and verbal communication skills, with a focus on providing strong customer service.
2. Excellent organisational and time management skills, with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise work to reflect changes in priority.
3. Proven administrative skills, including proficiency in using a range of software applications, such as Microsoft Word, Excel and PowerPoint, and databases.
4. Demonstrated ability to perform duties responsibly without supervision, to ensure the achievement of WIA goals.

Desirable

An understanding of the WIA and amateur radio.

Experience in a not-for-profit, community service, membership organisation, or the armed forces.

Roles and Responsibilities

The position to be filled requires the successful applicant to undertake a range of tasks and duties, including, but not limited to, the following:

- Providing reports to WIA Board of Directors on a monthly basis and /or as required.
- Providing accurate and timely administration and support services to all WIA members.
- Providing accurate and timely administration and support services to the Australian radio amateur community.

- Operate a range of computer-based applications, including word processing, spreadsheet, MEMNET database software and MYOB.
- Maintaining accurate and comprehensive records, in accordance with policies and procedures.
- Assist the Exam Services Officer as required.
- Manage and operate the WIA Foundation.
- Provide support and advice on advertising for all WIA publications.
- Manage the membership process and associated finances.
- Manage the WIA Bookshop.
- Provide advice to the amateur radio community.
- Arrange for club and Director/Assessor indemnity insurance.
- Actively participate in ACMA and financial audits.
- Assists with awards, contests and QSL cards.
- Co-ordinate repeater applications.
- Manage volunteers.
- Seek government and non-government grants.
- Lead and manage WIA-targeted activity committees.
- Provide assistance to the Board and members at Annual General Meetings.

Working Environment

The successful applicant will be required to attend the Bayswater office daily to provide services to members, radio amateurs and others on a daily basis, as well as the Board, as required.

The office area is a modern environment with excellent facilities with a warehouse and storage area adjacent.

How to apply

Written applications to the Executive Manager WIA PO BOX 2042 Bayswater VIC 3153.

You should include in your application:

- a current curriculum vitae, including the names and contact numbers of at least two referees; and
- your responses to the selection criteria (maximum of 400 words per criterion).

Only applicants shortlisted for further consideration will be contacted about the next phase of the selection process. If you have been shortlisted, you will be contacted within a month of applications closing. To those applicants who are not shortlisted, we extend our thanks for considering the WIA as a potential employer.

Further Information

Executive Administrators undertake a range of functions to make sure the administration activities within an organisation run smoothly. In the WIA position they are responsible for the management of human resources, budgets, accommodation and property facilities and records. These functions can be performed at various levels.

Executive Administrators perform the following tasks:

- supervise and coordinate activities of staff
- interview job applicants
- conduct orientation programmes for new employees
- administer salaries and determine leave entitlements
- be involved in staff training and development, preparation of job descriptions, staff assessments and promotions
- prepare annual estimates of expenditure, maintain budgetary and inventory controls and make recommendations to management
- maintain management information systems both manual or computerised
- locate suitable meeting premises and negotiate reasonable pricing agreements
- provide and maintain business premises and other facilities, including plant machinery and equipment
- review and answer correspondence
- provide executive services for the Board of Directors.

Executive Administrators may work for one person or a group of people. In some areas of employment, travel may be required.