

## Position Description

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### **Administration Officer**

Ongoing, full-time position  
Sydney based

## **1. The Justice and Equity Centre**

The Justice and Equity Centre (formerly the Public Interest Advocacy Centre) is a leading social justice law and policy centre. We build a fairer, stronger society by helping to change laws, policies and practices that cause injustice and inequality.

### **Our work combines:**

- legal advice and representation, specialising in test cases and strategic casework;
- research, analysis and policy development; and
- advocacy for systems change and public interest outcomes through media, communications, submissions and engagement with decision-makers.

We work across 5 focus areas: First Nations justice; reducing homelessness; disability rights; energy and water justice; and civil rights.

## **2. Operations team**

The Administration Officer is a member of the JEC's operations team which includes governance, finance, fundraising, human and physical resources and information technology.

## **3. Position overview**

Reporting to the Chief Operating Officer, the Administration Officer provides comprehensive administrative support to Section Heads and their teams. This role supports the smooth operation of departments by managing a range of administrative tasks and coordinating activities.

## **4. Major accountabilities**

- 4.1 **Administrative Support:** Provide high-level administrative support to Section Heads and their teams, including managing calendars, scheduling meetings, and preparing meeting agendas and minutes.
- 4.2 **Document Management:** Create, format, and maintain documents, reports, and presentations. Ensure all documentation is accurate, up-to-date, and accessible.
- 4.3 **Coordination:** Organise and coordinate events, workshops, and team activities. Manage logistics, including venue booking, catering, and equipment setup.
- 4.4 **Data Management:** Maintain and update databases, including legal practice management systems, ensuring data integrity and confidentiality. Generate reports and analyse data as required.

- 4.5 **Financial Administration:** Assist with invoice coding and processing. Ensure compliance with financial policies and procedures.
- 4.6 **Project Support:** Provide administrative support for projects, including tracking progress, coordinating tasks, and preparing project documentation.
- 4.7 **Office Management:** Assist with answering phones, attending to visitors and ordering office supplies when the Office Coordinator is unavailable.

## **5. Knowledge, skills and experience**

### **Essential**

- 5.1 High level of accuracy and attention to detail in all tasks.
- 5.2 Strong organisational and time management skills, with the ability to prioritise tasks and meet deadlines.
- 5.3 Excellent verbal and written communication skills. Ability to interact professionally with all levels of staff and external stakeholders.
- 5.4 Proactive approach to problem-solving with strong decision-making capability.
- 5.5 Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- 5.6 Ability to work collaboratively within a team environment and support colleagues as needed.
- 5.7 Maintain confidentiality and handle sensitive information with discretion.
- 5.8 Minimum of 3-5 years of experience in an administrative support role, preferably at a similar level.
- 5.9 Demonstrated experience in providing high-level administrative support, managing multiple tasks, and working in a fast-paced environment.

### **Desirable**

- 5.10 A relevant qualification in Business Administration or a related field.
- 5.11 Experience working in a legal practice.
- 5.12 Understanding of issues facing people experiencing social and economic disadvantage.

## **6. Conditions**

We are an equal opportunity employer and are committed to promoting a diverse and inclusive workforce.

Annual salary range: Salary level 3 (\$80,357 - \$89,784) or level 4 (\$91,115 - \$100,388) commensurate with experience, plus leave loading and superannuation.

We are a Public Benevolent Institution and are currently able to offer salary packaging options subject to our Salary Sacrifice Policy. Staff who take full advantage of salary packaging options can significantly increase their take-home pay.

Our Enterprise Agreement provides benefits including additional paid leave between Christmas and New Year and paid cultural and ceremonial leave. See further: [Justice and Equity Centre Enterprise Agreement](#).

The position is offered as a permanent full-time role.

We are committed to flexible working arrangements and provides opportunities for professional development and mentoring. Our workplace culture is collaborative, dynamic and committed to cultural safety

## **7. Applications**

**Your application should be no longer than 6 pages in total.** An application should comprise a cover letter, resume, and a statement outlining your suitability for the role with reference to the selection criteria (see 'Knowledge, skills and experience').

Applications should be sent by email to [jobs@jec.org.au](mailto:jobs@jec.org.au)

Inquiries about the position should be addressed to:

Joanne Green

COO

[jobs@jec.org.au](mailto:jobs@jec.org.au)

If you would like to discuss the recruitment process and any reasonable adjustments you may require, please contact [jobs@jec.org.au](mailto:jobs@jec.org.au)