

AUSTRALIAN INSTITUTE OF INTERNATIONAL AFFAIRS

OFFICE OPERATIONS MANAGER

POSITION DESCRIPTION

The AIIA is seeking an experienced person to join its small National Office team as Office Operations Manager. The part-time position of Office Operations Manager is designed to assist in the day-to-day work of the AIIA National Office in order to enable professional staff to focus their capacities on furthering the AIIA's workplan and building its profile as a nation-wide and international knowledge broker.

The Office Operations Manager reports to the National Executive Director and is in charge of keeping the operation and efficiency of the office up to high standards. The appointee would manage administrative tasks, ensure the smooth working of the office and maintain the National Office's systems and records. It would not be necessary to have a background in international affairs to fulfil this role. However, an interest in international affairs and any previous experience in the sector would be viewed favourably.

This position would ideally be suited to someone either beginning their career (e.g PhD candidate) and looking for an opportunity to develop a broad range of highly valuable skills and experience; someone who wants interesting and flexible part-time work for family reasons; or a semi-retiree looking to use a lifetime's experience and maintain a presence in the field through an interesting and varied role.

The appointee would hold a part-time position with flexible working hours estimated to total 20 per week and would be based in the AIIA National Office in Deakin, Canberra. A package of up to \$20,000 will be negotiated (with possible increase for a candidate with bookkeeping skills).

DUTIES

- Office management: maintain and improve office systems including website, server and financial management
- Liaison and stakeholder management: dealing with senior members of the foreign diplomatic corps, Australian Public Service and the AIIA National Executive
- Branch liaison: maintain communication with seven AIIA state offices
- Events support: for roundtables and major events
- Administrative support: including scheduling and correspondence
- Training and support to interns on administrative matters
- Monitoring and reporting on interns
- General office administration: eg purchasing, records management, budget
- Overseeing IT and telecommunications, office maintenance and supplier liaison
- Responding to telephone and email enquiries

ELIGIBILITY/OTHER REQUIREMENTS

- Eligibility to work within Australia
- Occasional travel may be requested for short periods but is not required

SELECTION CRITERIA

Applicants must provide a brief CV and a 2-5 page expression of interest addressing the selection criteria below. Those shortlisted for interview may be asked to provide examples of their work.

1. Demonstrated skills in operations management
2. Proven supervisory and management skills, including:
 - a. Team-building, training and supervision of interns and volunteers
 - b. Judgement, flexibility, responsiveness and demonstrated performance in the delivery of outcomes
 - c. Well-developed administrative skills with the proven ability to plan, organise and prioritise workloads to meet deadlines and to work under pressure
 - d. Ability to work independently and productively
3. Strong communication skills including the ability to network and engage with a variety of stakeholders in academic, diplomatic and official roles
4. (Desirable) Interest and background in international or cross-cultural issues
5. (Optional) Bookkeeping/accounts management skills

ORGANISATIONAL PROFILE

A National Institution

The Australian Institute of International Affairs was established in 1924 to promote public understanding and interest in international affairs. The Governor-General of Australia, His Excellency General the Honourable Sir Peter Cosgrove AK MC is the AIIA's honorary visitor. The Incoming National President is the Hon Kim Beazley AC and the National Executive Director is Melissa Conley Tyler.

The AIIA is an active contemporary organisation operating nationwide with more than 1,500 members across seven state and territory branches. This year the AIIA was recognised as the top think tank in Southeast Asia and the Pacific in the *Global Go To Think Tanks Index*.

Promoting Public Understanding of International Issues

The AIIA contributes to understanding of international affairs in four ways:

Providing a Forum for Debate

- Holding around 200 public meetings each year on current issues in world affairs.
- Hosting policy-oriented roundtables and forums on topical issues.
- Organising study tours to further international understanding.

Disseminating Ideas

- Publishing the highly-ranked *Australian Journal of International Affairs* to disseminate academic research and commentary.
- Publishing the *Australian Outlook* blog to stimulate debate on international affairs.
- Publishing books such as the *Australia in World Affairs* series, *International Law in Australia* and other titles.
- Dissemination of video and audio material via the AIIA website and media partners.

Educating Young People on International Issues

- Engaging young people in world issues through school and university programs and career fairs.
- Offering young professionals' and youth membership programs in various states.
- Preparing young people for careers in international affairs through active internship programs.

Collaborating with Other Institutes

- Maintaining and strengthening links with institutes of international affairs worldwide.
- Collaborating with other institutes worldwide through publications and dialogue.
- Working with other organisations in Australia involved in international issues, including through joint publications and events.

CONTACT

For more information see:

AIIA website: www.internationalaffairs.org.au

AIIA *Annual Reviews* and audited accounts: www.internationalaffairs.org.au/about-us/about-the-aia/

For discuss further, please contact:

Melissa H. Conley Tyler

National Executive Director

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Profile: www.internationalaffairs.org.au/about-us/our-people/melissa-conley-tyler/
(Available to Tuesday 22 December and then from Monday 18 January onwards)

Closing Date: Wednesday 27 January 2016

Submit Applications to: jawad.shamsi@internationalaffairs.org.au