

POSITION DESCRIPTION



OVERVIEW

TITLE	Office Coordinator
DEPARTMENT	Operations
LOCATION	Sydney (Head Office) / NSW
REPORTS TO	Head of Operations
WORK TYPE	Full-Time Permanent
HOURS/DAYS PER WEEK <i>(part-time, casual or contractor only)</i>	
START DATE	ASAP
END DATE <i>(FT/PT fixed term contract or contractor only)</i>	

ACCOUNTABILITY

Number of direct reports <i>(How many people directly report into this role?)</i>	0
Number of indirect reports <i>(How many people indirectly report into this role?)</i>	0
Budget responsibility in \$ <i>(State whether prime, shared or contributory responsibility)</i>	TBC

ABOUT US

Football Australia (FA) is the national governing body for football in Australia and a member of Fédération Internationale de Football Association (FIFA), the international governing body for football. It governs all national teams, the A-Leagues (in Football Australia's capacity as the regulatory body), Australia Cup, National Premier Leagues and leads state, community, and grassroots football.

OUR CULTURE & VALUES

Football in Australia is a melting pot of approximately 2 million participants represented by over 200 different cultures, we proud to be the most diverse and globally connected sport within the Australian sporting landscape.

Football Australia's purpose is to *'bring communities together through football - connecting Australia to the world'* while having a vision to *'be a leading football nation where everyone is inspired to live and love the game'*.

To achieve this, we live by our company values which include:

- 1. Impact On & Off the Field:** Challenge the way we think and do to seek ways to grow the impact football has, influence industry thought leaders.
- 2. Inclusive & Diverse Football for all:** Football is embedded in the nation's social fabric, follows the story of Australia, be accessible for all

POSITION DESCRIPTION



3. **A United Team:** Bringing people together to unleash the power of football and to deliver the vision, we bring the team spirit to the game
4. **Trust:** Building trust across the whole football community, be trusted custodians of the game, act with integrity and objectivity

BACKGROUND & PURPOSE OF THE ROLE

To hold responsibility for the smooth running of the Football Australia Office premises, facilities, and ensure a focused workplace experience for Football Australia guests & staff.

This role will ensure the smooth management of the office operations, overall staff experience within the office, manage deliveries and key stakeholders involved in the Football Australia premises.

ROLE RESPONSIBILITIES

Office Management

- Coordinate established policies and procedures, measure outcomes against standards, and improve operational flow when identified
- Act as the Health & Safety Officer for Football Australia
- Ensure office efficiency by maintaining appearance of common areas, organising procedures, handling correspondence, managing filing systems, and overseeing supplies and equipment
- Answer all incoming calls to the main Football Australia number & transfer to the correct people
- Organise local, interstate and overseas couriers and distribution of incoming/outgoing couriers and deliveries
- Coordination and distribution of mail and PO box
- Respond to all general enquiries and emails that are sent to the Football Australia Inbox and onforward to the appropriate department
- Oversee the day-to-day activities of the office as the main point of contact, keeping management informed of performance with routine and requested reporting
- Provide direct administrative supports as needed, including scheduling appointments, meetings, and events, maintaining filing system, mailing and shipping packages, and updating contact database and employee list
- Oversee and maintain office equipment for uninterrupted function, identify and fulfill office supply needs, maintain and manage vendors, and coordinate food/catering and delivery as required
- Ensure the kitchen and staff areas are clean and tidy, fully equipped as approved and required

Facilities Management

- Coordinate all aspects of the office's space/infrastructure planning (moves, adds, and changes to workstations) and provide answers, resources, and solutions as requested
- Act as the main point of Contact with building management Venues NSW (VNSW), Precinct Security and establish strong relationships with office suppliers, sub-contractors to ensure deliveries and works are scheduled and completed
- Coordinate the efficient operation of Football Australia floor leases and liaise with building management Venues NSW (VNSW) on issues, repairs and maintenance

POSITION DESCRIPTION



- Coordinate fire wardens and first aiders, including training and ensure kept up to date
 - Assist HR & IT with the Onboarding and Offboarding process of staff including equipment distribution and collection.
 - Coordinate office, car park and gym access passes including updating register
- Event Coordination**
- Assist in organising internal/external meetings including booking and setting up rooms
 - End to end management of office and client functions and event preparation
 - Proactively organise catering and setting up the event space for internal meetings/events and clients
 - Assist with other activities and projects as required, including meeting preparation, PowerPoint presentations, binding and printing

ROLE OUTCOMES/ DELIVERABLES

- Building lease requirements are managed efficiently and cost efficiencies are identified
- The office environment is managed in a manner that represents the Football Australia values and brand.

MAJOR INTERACTIONS

- Football Australia staff and board members
- External parties
- Venues NSW (VNSW) and Precinct Security
- Delivery staff
- Facilities suppliers
- External guests
- Stage & Screen
- Contractors

KNOWLEDGE, SKILLS, AND EXPERIENCE

- | | |
|------------------|--|
| Essential | <ul style="list-style-type: none"> • High level of logistical and organisational skills • Excellent financial and budgetary skills • Multitasking activities simultaneously and proactively managing contingency scenarios • Inspirational and motivational individual to assist with creating a motivated and happy team environment • Great relationship builder with an ability to uphold professional standards • Ability to manage multiple tasks within tight timeframes in a rapidly changing environment • Demonstrate a high level of integrity and discretion • Ability to work autonomously but collaboratively in a team • Professional attitude with a bubbly and friendly personality • A 'can do attitude' with an eye for detail • Ability to provide outstanding customer service skills |
|------------------|--|

Desirable

-

QUALIFICATIONS

POSITION DESCRIPTION



Essential	<ul style="list-style-type: none"> • Qualified for first aid and Fire Warden training
Desirable	<ul style="list-style-type: none"> •
UNIQUE CRITERIA	
<p>The following selected items identify the requirements of the role</p> <p><input checked="" type="checkbox"/> Out of hours and weekend work</p> <p><input type="checkbox"/> Intra and/ or Interstate travel</p> <p><input type="checkbox"/> International Travel</p> <p><input type="checkbox"/> Significant periods of work away from home</p> <p><input type="checkbox"/> Significant Responsibilities – This does not contain a comprehensive listing of responsibilities, activities and duties that are required of the incumbent. These may change from time to time at the discretion and needs of the manager/organisation</p>	
ADDITIONAL REQUIREMENTS	
<p>To comply with our organisational policies and/ or national and state legislation, the following selected items are requirements of the role</p> <p><input type="checkbox"/> National Police Check</p> <p><input checked="" type="checkbox"/> International Criminal History Record for each country (other than Australia) in which you have resided for 12 months or more in the last 10 years (if applicable)</p> <p><input checked="" type="checkbox"/> Full working rights in Australia</p> <p><input checked="" type="checkbox"/> Working with children check (paid/ employee) or state- based equivalent</p> <p><input type="checkbox"/> Working with children check (volunteer) or state- based equivalent (volunteer roles only)</p>	