

Job Description



Position Title	Aboriginal Community Projects Administrator	Level	A
Reports to (role)	Operations Manager	Career Stream	Professional
Team	Kulunga Aboriginal Unit		
Location	The Kids Research Institute Australia, Broome, WA		

PURPOSE OF POSITION

The role will provide administrative support to ensure the effective operation of The Kids Research Institute in the Kimberley. The Administration Officer will work closely with research and professional teams to enable high quality community engagement and research activities to improve the health and development of our children and families.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Administration Support	• Arrange and support meetings with internal and external stakeholders. • Diary management as delegated. • Travel management including arranging flights, accommodations, itineraries and expenses, journey management plans, conference bookings, vehicle bookings, concierge services etc. • Provide secretariat support including preparation of agenda, papers, minutes and actions. • Reconciliation of credit card expenses. • Purchasing and procurement. • Office asset management • Coordinate office maintenance as required. • Manage office supplies and stationery. • Mail collection and distribution. • Oversee facilities operations including vehicle maintenance. • Undertake various other duties as directed.	• Administrative and operational support delivered accurately and on time. • Meetings, travel and stakeholder activities coordinated effectively. • Records, documentation and financial reconciliations maintained accurately. • Office facilities, assets and supplies managed efficiently.

Communications & Events	• Collaborate with the Kulunga metro team to Identify communications & event opportunities within the Kulunga team and Aboriginal Health projects. • Coordinate and support all aspects of event planning to ensure projects are planned, resourced and implemented. • Work with the Communications team to create engaging content for a range of internal and external channels and platforms, ensuring that the content is culturally appropriate. • Coordinate the design and delivery of events in collaboration with the events team & other Kulunga team members. • Work with the Kulunga Metro and Communications team to ensure the calendar for Aboriginal and Torres Strait Islander dates of significance is planned & delivered appropriately. • Work with Kulunga and Communications team members to develop key resources for staff and the community.	• Formal and informal feedback from internal and external stakeholders. • Participation in events and celebrations
Collaboration and Stakeholder engagement	• Build sound networks and relationships to facilitate effective communication, information sharing and increased understanding of culturally appropriate practice between the Institute and communities. • Act as a point of contact between staff and families of various cultural backgrounds to ensure a culturally competent and safe interaction.	• Positive feedback from stakeholder, collaborators and project team.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

Qualifications:

Year 12 or equivalent.

Essential Skills, Knowledge & Experience:	• Previous experience in an office administration or similar position. • Excellent organisational skills. • Ability to work independently and to set priorities. • Ability to work in a team. • Excellent interpersonal skills and telephone manner. • Self-motivated, flexible and friendly. • Demonstrated good oral and written communication skills. • Sound experience with Microsoft suite of applications. • High level attention to detail.
Desirable Skills, Knowledge & Experience:	• Demonstrated experience with diary management and travel arrangements.

DIRECT REPORTS	0
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Approved by:	Operations Manager
Date approved:	24/07/2026
Reviewed by P&C:	24/07/2026