

ACSE NSW Administrative Officer

Position Description

Title:	Administrative Officer
Responsible to:	President and Board of Directors
Location:	Flexible / Work from home
Hours:	Permanent part-time (21hrs p/wk) Monthly after-hours event work and occasional additional hours will be required with time-in-lieu given. ABN contractor option also available.
Starting Salary Package:	\$55,000 - \$60,000 inc Super. (Pro-rata \$100,000 FTE)

About ACSE NSW

The Association of Consulting Structural Engineers NSW is a small member organisation with a proud history of service to those members, and the profession, since its inception in 1933. ACSE NSW has contributed to many positive changes within the industry and some of Australia's most influential structural engineers have been members of our association.

We represent the business and technical interests of our members and their colleagues, and provide regular opportunities for networking, advocacy, collaboration, professional development and knowledge sharing. Our mission is to promote, represent and enhance the structural engineering profession in NSW.

ACSE NSW is run by a peer elected volunteer Board of Directors and is comprised of senior engineers from more than 40 different firms and consultancies. Our members enjoy networking opportunities and access to professional resources and publications. We organise a range of events as part of our commitment to professional development, networking and learning opportunities. These include monthly technical seminars, social networking events, an annual awards night and a charity golf day.

ACSE NSW enjoys a mutually beneficial relationship with a range of industry partners that provide annual sponsorship for our calendar of events.

Position Summary

ACSE NSW is seeking a motivated and proactive Administrative Officer to assist our association with its next phase of development and growth. The position is responsible for the administrative and organisational support of our association's Board of Directors and its sub-committees.

This is a multi-faceted, hands-on part-time role suitable for a flexible self-starter who can work autonomously reaching across all aspects of our activities, including the coordination of our comprehensive annual event program.

The primary purpose of the role is to maximise membership value and networking opportunities; facilitate stakeholder engagement and industry advocacy; and to ensure smooth day-to-day running of the business operations. In addition to clerical duties the role requires personable communication skills as the first point of contact for members, stakeholders and wider industry connections.

This opportunity will see you working closely with the Board and reporting to the President, to help implement our strategic plan and promote structural engineering in NSW. The Board and sub-committees meet monthly, and the Administrative Officer is expected to assist with the provision of monthly reports and taking meeting minutes.

Key responsibilities and duties

The Administrative Officer will support five core sub-committees of the Board:

1. ACSE Business Group – oversees legal and financial obligations and day-to-day operations.
2. Industry Engagement Group – builds relationships and advocates through connections and collaborations with the wider industry.
3. Professional and Technical Advisory Group – supports members with technical and practical guidance.
4. Events Group – organises the annual event program.
5. Associates Network – liaises with Associate Members to engage the next generation with ASCE activity and promote the Structural Engineering profession.

The duties and tasks required to support the Board include, but are not limited to:

- All aspects of event coordination
- Marketing including website updates, EDMs and LinkedIn page
- Formal and written communications including newsletters, reports, meeting minutes and inbox enquiries
- Facilitating sponsorship agreements and promotional opportunities
- Maintaining mailing lists and the member database
- Coordinating meetings, forums, surveys and online discussions
- Book-keeping and chasing receivables

Skills and Attributes

- Ability to work autonomously, to be pro-active, self-directive and self-motivated. Able to prioritise workflow, meet deadlines and progress multiple activities simultaneously.
- Personable verbal communication skills with a strong ability to liaise, negotiate and engage with a range of people.
- Excellent written and formal communication for reports, letters, briefings, and resource documents.
- A creative eye for design using Canva and Mailchimp for EDMs, newsletters, presentations, and event collateral.
- Proficient ICT literacy with experience using Office 365, WordPress and MYOB. Literate with other business support and finance platforms such as Adobe, Stripe and Square.
- Highly organised with good attention to detail.

To apply send a CV and a cover letter explaining how your skills and experience suit the role. For enquiries and to submit your application please contact: admin@acse.org.au or call Chloe Wyatt on 0424 517 573