

**POSITION DESCRIPTION
ST JAMES ETHICS CENTRE**

Resource Officer, Responsible Business Practice

Position Title:	Resource Officer, Responsible Business Practice
Term:	Immediate start through to 30 June 2011
Location:	St James Ethics Centre, 9 Rangers Rd, Neutral Bay, Sydney
Role Context :	The St James Ethics Centre has been given responsibility and government funding over the past three years to engage Australian companies in adopting responsible business practices, in particular to expand the number of Australian companies that are actively engaged in more responsible business practices. For the 2010/11 financial year the focus is on transitioning the work developed to a position of sustainability (without future government funding).
Role Purpose	To support the successful transition of RBP initiatives to sustainability, this will involve supporting the Responsible Business Practice team across all areas of implementation of their work. The person in this role may also be the first point of contact for client/stakeholder enquiries.
Key Contacts/Working Relationships/Customers/Vendors:	<p>Line Management Responsibility for (Number of Reports): Potentially Interns or Project Assistants from time to time.</p> <p>Internal Contacts : RBP Team , SJEC team</p> <p>External Contacts In a support capacity, contact with all external stakeholders, especially the CSR Practitioners within organisations. Other key stakeholders including industry bodies, government and project partners.</p>
Role Holder Responsibilities:	<p>Support and resource the project responsibilities of the General Manager, the CRI Manager, the GBR Project Manager, the GRI Network Manager and the UNGC Network Manager through:</p> <ul style="list-style-type: none"> o Database management: Update and manage the stakeholder databases/CRM for RBP. o Event management: Assist in the preparation and marketing of RBP events. o Stakeholder relationship management: Manage stakeholder phone and email inquiries and event registrations. o Website management: Keep the HUB, CRI, GBR websites current, report on hits to each site including the management of new members' details, follow up lapsed users as required, and manage general enquiries. o Marketing support: provide marketing assistance for communications, workshops and events including online and print invitations, mail outs, newsletters, stakeholder communications as directed, quotes for services etc. o Administration support: Assist the RBP team with administrative tasks including preparation of reports, sponsorship or partnership proposals, general team administration, diary management, budget administration, invoicing and expense coding, travel and accommodation bookings. o Project knowledge: Develop a thorough understanding of the RBP key initiatives (Eg UNGC, GRI, CRI, SMEs) in order to provide information to initial inquiries and to assist in the project goals.

	<ul style="list-style-type: none"> ○ Monitor overall initiative coordination of reporting requirements to ensure delivery of status updates and RBP planned outcomes.
(5) Functional or Commercial Experience, Knowledge (include years of experience):	<ul style="list-style-type: none"> ○ Client Relationship management skills – 3 yrs ○ Project co-ordination and general administration – 3 yrs ○ Marketing and event management – 3 years ○ Database management – 3 yrs ○ Website editing and general IT skills - 5yrs
(6) Qualifications, Accreditation, Licensing and Training Course Requirements:	<ul style="list-style-type: none"> ○ Relevant undergraduate qualifications – eg. arts, social sciences, business, economics preferable
(7) Generic and Specific Skills:	<p>Essential :</p> <p>Technical:</p> <ul style="list-style-type: none"> - Administration - Database management - Marketing and event management - Web editing and management - Sound knowledge of CMS systems, Word, Excel, PowerPoint, Outlook <p>Communication Skills:</p> <ul style="list-style-type: none"> - the ability to communicate in a professional manner - written and verbal, develop and present persuasive arguments at all levels - ability to communicate to senior corporate clients - be able to represent the RBP funded project and St James Ethics Centre. <p>Interpersonal:</p> <p>Administrative:</p> <ul style="list-style-type: none"> - Excellent organisation and time management skills - Attention to detail and accuracy <p>Industry relevant experience:</p> <ul style="list-style-type: none"> - Comprehension, understanding and ability to articulate issues associated with corporate responsibility - Flexibility to work within a small not-for-profit organisation across a diverse range of projects
Indicative Key Performance Indicators (KPIs)	<ul style="list-style-type: none"> ● Current and accurate database of stakeholders ● Accurate records and reporting of website visitors, registered members and stakeholder inquiries ● Accurate and current website ● Timely follow up of all stakeholder inquiries ● Prompt and reliable administrative support ● Achieve agreed marketing and event management deliverables ● Timely reporting on RBP progress to management ● Feedback on effective team work behaviours

For further information and to apply for this role please contact Sarah Davidson at St James Ethics Centre on 02 9299 9566 or email sarah.davidson@ethics.org.au.