

**Why we are here**

To stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature.

www.wwf.org.au

Job Description

WWF-Australia

ABN 57 001 594 074

Department	Operations
Unit/team	People and Property
Job Matrix Group	WWF Corporate Professional
Job Matrix Level	6
Job Title	Property and Administration Officer
Reports to	Senior Manager, Talent Management and Operations; note that this role has a dotted reporting line to the Commercial Manager.
Location	Sydney Office
Job Type	Full Time Ongoing Contract
Hours per week	38
Award Coverage	Clerks Private Sector Award - 2020 - Level 5
Approval	Head of Human Resources
Approval Date	08/10/2024
Organisational Context	For over 60 years, WWF has been a powerful voice for nature and communities. We are a values-driven and diverse global network of local organisations working in 100 countries. We work as a catalyst with communities, First Nations, governments, businesses, innovators, and philanthropists towards our global mission: to build a world where people live and prosper in harmony with nature.
-	WWF-Australia uses our expertise to conserve biodiversity, empower communities and halt climate change in Australia and the Asia-Pacific region. With the knowledge and traditions of First Peoples and local communities, together we can bring change on a global scale for climate, nature, and people. Join us and help Regenerate Nature by 2030.
Department Context	WWF-Australia's strategy requires all staff to support the delivery of our objectives which aim to catalyse regeneration towards 2030 across the following strategic priorities: Regenerative Sky (Climate), Regenerative Country (Land) and Regenerative Saltwater (Oceans) - that deliver inclusive conservation outcomes. These three solution pathways are enabled by a focus on Mobilising Millions, a Regenerative Economy and ensuring a Future Fit Organisation.
Department Context	The Operations department is responsible for all aspects of organisational Strategy/ Business planning, People, Property, Finance, Technology, Commercial, Contracts, Procurement, Risk including Work Health & Safety, and Insurance to ensure delivery of WWF's conservation and revenue goals in accordance with the strategic plan and annual business plans.
Job Purpose	The Property and Administration Officer ensures the smooth operation of WWF-Australia offices and provides support to the Operations department with a range of administrative and office management tasks. The role acts as a point of escalation for day-to-day office and operations enquiries, contributing to a positive employee experience.



Key Accountabilities

- **Office Management:** Coordinates the day-to-day operations of WWF-Australia offices, which includes managing office vendors and stakeholders, managing office supplies and systems, coordinating maintenance, and proactively ensuring a safe and efficient work environment.
- **Communications:** Serves as a point of contact for internal and external queries, coordinates an informal team of 'office champions', directs communications to the appropriate departments, and ensures effective information flow.
- **Data Entry and Maintenance:** Ensures accurate and timely entry of data into the system, maintains databases, and manages records.
- **Employee Onboarding:** Coordinates new employee notifications for relevant stakeholders, and coordinate and/or deliver office inductions as appropriate, to ensure smooth personnel onboarding experiences.
- **People and Payroll Administration:** Administers and coordinates related payroll deliverables for approval across Payroll and HR information systems.
- **Support Functions:** Provides support to Operations departments by handling routine administrative tasks, such as filling the forms, digitising and preparing documents.
- **Reporting:** Generates reports based on the data entered, analyzing data for accuracy, and providing insights to help with decision-making processes.
- **Event Coordination:** Coordinates social and employee related events to support engaging employee experiences.

Job Level Responsibilities

- Contributes to strategic and/or operational planning, systems, processes, delivery and reporting.
- Complies with legislation, standards, policies and practices, particularly Advocacy with Excellence, Information Security, health and safety, child protection, security, sustainability, and equal employment opportunity.
- Aligns own work with WWF's mission, Guiding Principles, Brand and I-CCaRe Values – Integrity, Collaboration, Courage and Respect.
- Seeks approval from the CEO for international travel.
- Performs budget administration, risk and quality management, and reporting.
- Ensures a distinction between managing staff and/or volunteers/interns, and having oversight of independent contractors, in terms of the supporting the rights and obligations for those concerned.

Relationships & Communications

Note that this role has a dotted reporting line to the Commercial Manager. Team-working is WWF's preferred way of working requiring positive and constructive relationships across the organisation. Key relationships include:

- Various sub-departments within Operations (such as People and Property, Work Health and Safety, and Finance teams) to ensure smooth communication and workflow.
- Vendors, contractors, and service providers, especially in the context of facilities management.

Job Challenges

- The position requires the skills to build trust and work collaboratively to achieve engagement across diverse teams
- The geographically dispersed nature of WWF requires (e.g. advanced people and project management skills/communication skills/engagement etc)
- Balancing a wide range of tasks with varying levels of urgency and complexity. to ensure that all tasks are completed on time.
- Handling emails, phone calls, and in-person inquiries professionally and efficiently.

Essential Selection Criteria

- **Teamwork:** Ability to collaborate effectively with other team members and departments.



- **Attention to Detail:** Ability to manage data entry with high accuracy and attention to detail.
- **Systems Administration:** Previous experience with office and payroll systems.
- **Time Management:** Strong organizational skills to prioritise tasks and manage time effectively.
- **Communication Skills:** Excellent verbal and written communication abilities for effective internal and external interactions.
- **Technical Proficiency:** Familiarity with office software, including word processing, spreadsheets, and database management.
- **Logistics:** Demonstrated experience organising events and/or logistics.

Desirable Selection Criteria

- An understanding of Payroll, Human Resource Information Systems (HRIS), Microsoft Office applications (Excel, PowerPoint, Word), databases and an interest to learn new systems and digital processes.
- An understanding of, and support for, workplace sustainability principles.
- Experience in Accounts Payable/Receivable

Credentials

- Certificate and/or equivalent relevant experience.

Does this role involve working with children?

No

Job Requirements

- Provide evidence of completion of a full-course of an Australian government-recognised vaccination against COVID-19.
- Employment background checks (e.g. Criminal history check).
- This role requires 4 days attendance at the WWF Australia Sydney Office.

How to Apply

Applicants can apply via <https://www.wwf.org.au/about-us/jobs-at-wwf>. Only those applicants applying online via the eRecruitment System will be considered.

Please include the following two attachments: (1) a cover letter/statements against the selection criteria and (2) your resume (CV).

Note that applicants require current unlimited working rights in Australia to be eligible for this role.