



POSITION DESCRIPTION	
POSITION TITLE:	Administration Officer
POSITION STATUS:	Full time
REPORTING TO:	Chief Executive Officer

1. ORGANISATIONAL CONTEXT

The Local Government Managers Australia (Queensland) is a professional organisation that supports local government managers by representing their interests and providing targeted professional development. The organisations current membership is around 500 and revenue is sourced from membership fees, income from professional and personal development programs, sponsorships and grants.

The organisation's key activities include:

- Advocating the interests of members through representation to government, industry and other stakeholders;
- The provision of information and advice to members (legislative changes, watching briefs on issues of interest either within or affecting the sector);
- Commissioning and publishing research into issues of interest to the sector;
- Facilitating communication and fellowship with and between members and stakeholders; and
- Provision of relevant development opportunities to pursue leadership and management excellence within the industry.

2. POSITION OBJECTIVE:

To build LGMA Queensland's membership and enable the organisation to achieve its objectives by providing a range of membership support services.

3. POSITION'S KEY RESPONSIBILITIES

-) Administer and manage the organisation's membership, including, but not limited to:
 - o Developing and maintaining quality member relationships
 - o Marketing membership to local government officers across the state and meet targets for member growth
 - o Updating and maintaining the membership database
 - o Processing new member applications and initiating changes to member status
 - o Development and distribution of prospective member collateral
 - o Processing of member service awards
 - o Maintaining accuracy of distribution lists, including:
 - Council members
 - CEO's
 - Managers training and development
 - Human Resources contacts
 - Non-member contacts

- Preparation of reports for the Board of LGMA on changes in membership
- Development and ongoing maintenance of membership benefits programme
- Development and implementation of membership retention plan
- Development and implementation of membership attraction plan
-) Maintain the LGMA website ensuring that it is up to date at all times.
-) Promote LGMA membership and activities via social media including Facebook, LinkedIn and Twitter.
-) Provide office administrative support as required.
-) Provide event and conference support including satchel preparation and other tasks as required.
-) Contribute to the production of the monthly eNews, The Journal and Annual Report publication and distribution.
-) Manage LGMA's International Manager Exchange Programmes.
-) Assist with the development of surveys and subsequent discussion papers on topics of interest to LGMA Queensland members.

4. SELECTION CRITERIA

- Business development skills
- Exceptional organisational and time management skills.
- Ability to build strong relationships, quickly.
- Demonstrated attention to detail in all aspects of work.
- Excellent written and verbal communication skills.
- Ability to work within a small team unsupervised.
- Ability to utilise database management systems.

5. ABOUT YOU

-) You may have a background in membership based associations or BDM roles.
-) You love to talk on the phone and invest time getting to know people (you are probably known as a bit nosy).
-) You like to get the details right.
-) You are very comfortable on social media and develop strong networks.
-) You like to get things done.

6. OTHER INFORMATION

-) This position is located in Brisbane with an expectation of limited travel within Queensland.
-) This position is part of a small team and will be required to undertake other duties as required by the Chief Executive Officer.
-) LGMA officers work a nominal 38 hour week.
-) Salary is the order of \$55,000 plus superannuation commensurate with experience.