

360Edge is expanding!



We are looking for an outstanding Senior Administrative Officer.

This is an opportunity to support a growing and dynamic team of consultants in the health services sector with your outstanding administrative skills. This is a 0.6 FTE a week position, ideally over 4-5 days

360Edge is a great place to work!

We are Australia's leading health consultancy specialising in the alcohol and other drug, and allied, sectors. We provide a full suite of advisory services to help health service organisations accelerate change. We work with leading organisations, governments and not for profit agencies across Australia and internationally.

Our vision is for a thriving service system that provides the best policy and practice responses right across the spectrum of alcohol and other drug use. We see the alcohol and other drug sector as an area that has continuous improvement at its core and is resilient and adaptable to change. Our mission is to ensure governments and services have the tools they need to respond effectively and efficiently to people who use alcohol and other drugs to reduce harms.

We are driven to make a positive impact in the world and strongly believe in social justice and human rights, and it drives all of our work. We believe that everyone has the right to the opportunities and privileges that society has to offer. As a lead consultancy, our values of excellence, transparency and integrity are at the core of everything we do. We live these values within the team and with our customers and collaborators.

Our team of experienced 'pracademics' take a 360 approach to viewing situations from multiple perspectives. We collaboratively and holistically work with our clients at every stage, wherever they are in the cycle of change, to achieve their goals.

talent@360edge.com.au | [360edge.com.au](https://www.360edge.com.au) | 1300 988 184

The position.

As Senior Administrative Officer, you will contribute to the smooth running of the organisation by providing the senior leaders with high level administrative support. We are looking for someone who can manage multiple tasks under time pressure and who has exceptional attention to detail. If you have experience working in a fast-paced complex environment and want to be part of a growing dynamic team that puts our clients and the people they work with front and centre, we'd love to hear from you!

You must be

- Driven to do work that creates positive practical impact for health services and the people who use them
- A creative thinker that is excited by solving unique and complex problems
- An excellent collaborator with energy and enthusiasm for working closely with both team members and our customers throughout the project design and delivery
- Resilient to a changing environment and to challenges to your work
- Independent and a self-starter, able to work remotely, sometimes in isolation, with minimal supervision
- A strong communicator with the capability to think, articulate and write logically, clearly and simply
- Mature with an exceptional work ethic and high level of confidence.

You must have

- At least two years' experience in administrative support roles.
- Exceptional computer skills, including genius-level ability with MS Word and PowerPoint
- Extraordinary attention to detail
- Excellent organisational skills
- Strong problem-solving skills

Experience in the alcohol and other drug sector or in a related health field would be highly regarded.

The fine print

360Edge is a fully remote team, so you need to be comfortable and productive working independently from home or a remote office. Our team is based around Australia and New Zealand. We are an equal opportunity employer and welcome applications from people of all backgrounds, including women, people who are LGBTI+, Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds. You must be able to work legally in Australia.

If you think you have what it takes submit an application showing us how you meet the requirements of the job plus your CV to talent@360edge.com.au by 3 September 2021.

