**Queensland Council for LGBTI Health**

**Brisbane Pride Executive Assistant (Casual)**

**Application Package**

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| **Duration** | Contract to November 30, 2022. |  |  | **Annual remuneration** | | $$38.90 per hour (includes 25% casual loading) (Level 1.1 casual). |
| **Location** | Brisbane |  | **Hours** | | 10 hours per week. | | |
|  |  |  | **Contact** | | [james.mccarthy@brisbanepride.org.au](mailto:james.mccarthy@brisbanepride.org.au) | | |

**Brisbane Pride**

Brisbane Pride is a not for profit, volunteer-based organisation and is committed to improving the health and wellbeing of all LGBTIQ+ people and communities to live well and free from all forms of discrimination.

For the last 30 years Brisbane Pride has hosted the annual Brisbane Pride Festival which see Brisbane’s LGBTIQ+ community come together to celebrate our diversity. Brisbane Pride also hosts regular events including the annual Queen’s Ball Awards (the longest continuously running LGBTIQ+ event in the world), The Queer Formal and the Memorial Garden Ceremony in New Farm Park.

**Brisbane PRIDE has an Auspice relationship in place with the Queensland Council for LGBTI Health (QC) for the support of staff.  This role will sit within QC but report to the Brisbane Pride Festival Committee.**

**Your opportunity**

You have the opportunity to support the work of Brisbane Pride in our communities as an integral member of our team responsible for the coordination and support of events by and for our LGBTIQ+ communities.

**Your contribution**

Internal Coordination: Support for the Board of Brisbane Pride Inc by providing critical high level administrative and corporate governance support. This includes, providing high-level governance support and extensive meeting management for the Board, in conjunction with the Secretary, monitor governance requirements, providing professional and confidential executive support to the President of Brisbane Pride Inc. as required and able to provide support to, and liaise effectively with the Board of Brisbane Pride Inc.

**What we are looking for**

QC and Brisbane Pride Inc. are looking for team members who have a demonstrated track record in support of a diverse and multidisciplinary organisation and who are able to be a welcome first point of contact to our many diverse community members and partner organisations, key stakeholders and paid and unpaid workforce members.

* Proven experience in the support of an organisation through high level administrative and operational processes.
* Demonstrated capacity to manage competing priorities, and completing tasks in a complex and busy environment with minimal supervision as well as the ability to respond with discernment to changing priorities
* Highly developed interpersonal and communication skills and the capacity to build and maintain good working relationships with key stakeholders including paid and unpaid staff, community partners, suppliers and other stakeholders.
* An understanding of and commitment to our communities and to the values and principles of our organisations.
* Office management skills including computing skills such as competency in web based systems, Mac and PC based applications and remote working systems.
* Desirable: Experience with administration roles and project support.

**Conditions and benefits of the role**

**Salary Packaging**

Like most charitable organisations, The Queensland Council for LGBTI Health is willing to pay a percentage of the salary as expense fringe benefits – i.e. reimbursements to employees for their own expenses such as private telephone costs, rent or mortgage payments, personal loan repayments, etc.  These non-cash benefits are not subject to income tax. The Federal Government imposes a net cap of $15,900 pa on expense fringe benefits, above which the range of allowable expenses is restricted.

**Reporting Relationships**

Supervisor: Secretary of Brisbane Pride and with administrative oversight provided by QC

External Cultural Supervision is available to the successful candidate

**Working from Home**

QC staff are currently working a mixture of home based and office based hours. Depending on circumstances, recruitment may occur entirely or in part online and the successful applicant may be expected to work remotely as circumstances require.

**Applying for this role**

All applications must be received by **5pm, 29th July, 2022.** No late applications will be accepted.

**The Selection Process**

The selection process will be conducted with the support of a selection panel who will be responsible for processes which may include considering applications, short listing, conducting selection techniques applicable to the selection criteria, and referee checks.

The selection process includes:

* Acknowledgement of all applications received for the advertised position.
* Consideration of all applications against the selection criteria for the position.
* Short-listing of applications that demonstrate sufficient merit to warrant further consideration.
* Further selection techniques will be conducted with short-listed applicants. The selection techniques will include online interviews and may include work samples.
* Referee checks for candidates rated highest by the selection panel.
* Recommendation for appointment made and confirmed.
* Advice to unsuccessful applicants and feedback to applicants upon request.

**Your Application**

For your application to be considered you need include the following:

1. A COVER LETTER that describes your knowledge, skills, experience and qualifications relevant to the role.  Please remember to keep this brief (maximum two pages).
2. A CURRICULUM VITAE (OR RÉSUMÉ) that provides a summary of your work experience and professional education and training. Include where you have worked, positions you held, period of employment and brief details of duties and responsibilities.
3. A RESPONSE TO THE KEY SELECTION CRITERIA outlining your experience, skills and knowledge that relate to this position. Please keep this brief (maximum of two pages).
4. REFEREE CONTACT DETAILS - the names, positions and telephone contact numbers for at least three work-related referees. These should be people who can comment on your ability to perform the role for which you are applying. It is best to include recent supervisors. While it is not compulsory to provide current/most recent employer referees at this stage, final appointments will not be confirmed until a referee report has been obtained from your current or most recent employer.

**Submitting an Application**

Please forward applications to Secretary, Brisbane Pride via email at [james.mccarthy@brisbanepride.org.au](mailto:james.mccarthy@brisbanepride.org.au) or via post to PO Box 1372, Eagle Farm DC Qld 4009.

All applications must be received by 5pm, 29th July, 2022. No late applications will be accepted.

Applications will not be considered unless the Selection Criteria has been clearly and fully addressed.

**Further Details**

For further information or questions about the position, please contact Dylan Barrett on 0431 371 278 or [james.mccarthy@brisbanepride.org.au](mailto:james.mccarthy@brisbanepride.org.au)

**Selection Criteria**

Both Brisbane Pride and the Queensland Council for LGBTI Health promotes Equal Employment Opportunity. All selection is based on proven experience, qualifications and/or training and the person’s potential to undertake the responsibilities of the position most efficiently. We will not discriminate against applicants on any grounds not relevant in determining the best person for the position.

The selection criteria describes the knowledge, abilities, lived experience and qualifications required for the advertised position. This is the set of qualities of the ideal appointee to the position. Most often, the successful applicant is someone who rates high in at least half of the selection criteria and does not rate low in any selection criterion. The key selection criteria are ranked by percentage. Percentages indicate the importance of the criteria.

We also utilise the Rainbow Tick Principles and Practice Standards to guide our work, and use this Framework to facilitate Lesbian, Gay, Bisexual, Trans, Intersex, Sistergirl and Brotherboy inclusion and continuous innovation and quality improvement amongst staff and other parts of the organisation. Demonstrating inclusion and meeting the Practice Standards in their own work is a key deliverable for all staff roles.

Brisbane Pride and The Queensland Council for LGBTI Health are also committed to walking alongside Aboriginal and Torres Strait Islander peoples to build stronger relationships, cultural autonomy, understanding and recognition of the history, cultures and diversity that make up Australian First Nations peoples.

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| **Weighting** | **Key Selection Criteria** |
| 30% | Proven experience in the support of an organisation through high level administrative and operational processes. |
| 25% | Demonstrated capacity to manage competing priorities, and completing tasks in a complex and busy environment with minimal supervision as well as the ability to respond with discernment to changing priorities |
| 25% | Highly developed interpersonal and communication and skills and the capacity to build and maintain good working relationships with key stakeholder including paid and unpaid staff, community partners, suppliers and other stakeholders. |
| 10% | An understanding of and commitment to our communities and to the values and principles of our organisations. |
| 10% | Office management skills including computing skills such as competency in web-based systems, Mac and PC based applications and remote working systems. |
| Desirable | Experience with administration roles and project support. |

Other Requirements

* Work outside normal business hours may be required.
* Current Drivers Licence.
* Inter/Intra state travel may be required.
* Eligibility for a Blue Card from the Commission for Children and Young People and Child Guardian and successful Police Check.