



AUSTRALIAN CONTAMINATED LAND CONSULTANTS ASSOCIATION (WA) INC.

EXECUTIVE OFFICER POSITION DESCRIPTION

ACLCA WA is seeking to employ an **Executive Officer** to support the Executive Committee in implementing its responsibilities in accordance with our Constitution. ACLCA WA is the Western Australian branch of the Australian Contaminated Land Consultants Association Inc. (ACLCA) which was formed in late 1995 to provide a voice to decision makers in Australia and internationally on matters associated with contaminated land management. The association represents the major environmental consulting firms involved in the assessment and management of contaminated sites in Australia.

Our goals are:

- To provide a forum for member companies to develop, discuss and respond to issues that affect us in our responsible management of contaminated lands;
- To establish and maintain a strong working relationship with regulatory authorities and other related agencies that have an interest in the management of contaminated lands;
- To encourage others to accept ACLCA as the consulting industry's peak representative group on contaminated land issues;
- To assist in the development and maintenance of appropriate industry practices and encourage members to adopt these practices;
- To promote and encourage the open exchange of information between members and other interested bodies;
- To promote an awareness and provide information to outside parties on the professional skills in the area of contaminated land management.

The **Executive Officer (EO)** position is a **part-time paid role** with a commitment of approximately 4 hours per week.

Contract Position: Executive Officer

Location: Working from home. Approximately one (1) meeting per month face-to-face or via Teams

Base contract rate: \$44 / hour gross (negotiable)

Equipment: EO to provide their own IT equipment and data resources

Due to the nature of the role, applicants should be willing to make a minimum 2-year commitment to the position.

KEY DUTIES

1. Member meetings
 - Organise and attend one (1) executive / member meeting per month, write up of minutes and dissemination to executive, and posting online
 - Assist President / Secretary to organise member meeting presentations
 - Prepare / update schedule of meetings for the calendar year
 - Track member attendance/s at meetings to provide 'attendance list' to Treasurer for compilation of membership invoices
2. National
 - Attendance at one (1) national teleconference and write up of brief notes to bring to executive meeting
 - Liaise with State ACLCA Executive Officers on any relevant communications, training, events
3. Communications
 - Respond to internal (member / executive) and external communications
4. Administration
 - Upkeep member contact list
 - Update / maintain ACLCA-WA documents / templates
 - Upkeep website with meeting dates / events / news as 'cleared' for posting from and by the executive
 - Provide support to the Treasurer in the preparation, distribution and follow up on member invoicing
5. Advocacy tasks
 - Work with member of the executive to liaise with members (via email) and collate responses to Position Papers / Guidelines etc.

ADDITIONAL DUTIES

1. Assist member of executive coordinate training events e.g. liaise with events company etc.
2. Assist program for Young Professionals attending EcoForum/Clean-up Australia (e.g. sending reminder emails, directing any relevant communications to member of executive)
3. Assist with the organisation of additional ACLCA events (e.g. mid-year social event and annual Christmas Party)
4. Assist with the migration of ACLCA WA data to the new website

SKILLS

Required	Advantageous
Highly proficient in MS Word, Excel and Teams	Coordinating events
Proficient in website content management (CMS)	Knowledge of WA contaminated sites sector
Good attention to detail	