



## Position available – ANZOS administrative officer

The Australian and New Zealand Optical Society (ANZOS) is seeking a part-time administrative officer to help make the society more effective for its membership.

### Background to the role

The Australian and New Zealand Optical Society (ANZOS) is the leading professional society for optical and photonic scientists and engineers in Australia. ANZOS is a non-profit society that seeks to advance the visibility and understanding of optics and photonics in our countries and region, support the careers and networking of academic and industry professionals in optics, and encourage linkages between the academic and industrial sectors.

ANZOS operates ANZCOP – the annual premier conference for optical science in Australia and New Zealand. The Society also offers several annual prizes recognising achievement at all career stages and issues a newsletter with member-contributed articles. The Society's web page is at [www.optics.org.au](http://www.optics.org.au).

### Purpose of the appointment

The successful applicant will perform a range of administration and communication tasks with the goals of

- Increasing the value of the Society to its existing membership
- Growing the number, breadth and diversity of the membership
- Providing stronger lines of communication and feedback with members
- Increasing the visibility and utility of the Society in the industrial optics sector

### Duties

The successful applicant will work on a range of tasks in the general areas of

- *Improving services to members*
  - Website and membership database administration
  - Using social media to highlight society and member activities and achievements
  - Raising the visibility number of submissions for the Society prizes
  - Drafting and sending emails to membership
  - Answering queries about membership
  - Providing assistance in editing and assembling the newsletter including soliciting articles and checking drafts
- *Facilitating formal Society business*
  - Providing assistance in taking minutes of meetings
  - Developing an annual calendar of regular events

- Documenting formal processes
- Engagement with partner societies

## Criteria

Appointment to the role will be based on the following criteria

### *Essential*

- Strong written and verbal communication skills in a professional environment
- Significant competence in general office software: Word, Excel
- Experience with or an ability to learn online portal software for web site and membership functions
- Commitment to a service-based approach to member and stakeholder interaction
- Strong commitment to advancing the principles of equity, diversity and inclusion in STEM research, education, and industry

### *Desirable*

- Experience in management of moderate-scale projects (Students: this could be your Honours, Masters or PhD research project!)
- Experience in operating social media accounts for professional or non-profit organisations

Some knowledge of the optics/photonics community in Australia and/or New Zealand would be helpful but is by no means required.

## Details of the appointment

### *Term*

The appointment is fixed term part-time for **9 hours a week**. The appointment will be initially for a period of 1 year, with a 3-month probation period. Subject to satisfactory performance, the role may be extended for at least an additional 12 months.

The candidate appointed will report jointly to the Secretary and President of the Society.

### *Location*

The role will be performed largely remotely with regular communication by email and Zoom, and is open to candidates based in either Australia or New Zealand.

### *Salary:*

The role will be paid at a salary equivalent to the rate of AUD47 per hour + standard superannuation and leave entitlements. If the appointment is made in New Zealand, an equivalent package in NZD will apply.

### *Equity and inclusion:*

*Selection of the role will be made in accordance with the Society's Equity, Diversity, and Inclusion policy ([www.optics.org.au/Equity](http://www.optics.org.au/Equity)). We strongly encourage applications from persons identifying with one or more groups that have historically experienced discrimination and under-representation in STEM fields.*

## To apply

Interested candidates should forward a resume and maximum two-page statement addressing the criteria to the Society's secretary Michael Steel, at [ausoptsoc@gmail.com](mailto:ausoptsoc@gmail.com) by the **closing date of 15 January 2023**. To discuss the role, please contact either Michael Steel ([michael.steel@mq.edu.au](mailto:michael.steel@mq.edu.au)) or Frederique Vanholsbeeck ([f.vanholsbeeck@auckland.ac.nz](mailto:f.vanholsbeeck@auckland.ac.nz)).