



Role Description

Position title	Technology Officer - World Administrators Alliance Council
Responsible to	Chair World Administrators Alliance
Responsible for	No direct reports
Liaises with	WA-Alliance Council, Convenor of the WA-Summit, Committees, Task Forces and other such persons as shall be designated by the Council.
Term of Office	All Council members are as a rule elected for a period of two years, renewable for a maximum period of four years.
Our mission & purpose	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is the governing body endorsed by the 11th WA-Summit Business Meeting of Delegates from 27 Countries in August 2020. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

Position purpose

The Technology Officer is responsible for ensuring that the WA-Alliance Council makes use of the most effective technology to execute the business of the WA-Alliance. The role provides strategic advice on new and upcoming technologies relevant to the administrative profession.

Key responsibilities

- Advise the Council on the best use of available technology to be fully operational.
- Ensure that the WA-Alliance technology/software is fully functioning.
- Engage with the profession to share knowledge and expertise on digital technology.

Primary Duties

- Ensure that software licenses and subscriptions are kept up to date.
- Manage the administration of the MS-Office 365 accounts on behalf of the WA-Council.



- Ensure that WAA Council members are fully competent with their O365 accounts and access
- Liaise with the Web hosting company to ensure correct interfaces are in place that are required between the WA-Alliance and WA-Summit websites and any software procured by the Council for other purposes.
- Work in collaboration with the Communications Officer on standard signature blocks for Alliance emails and ensure branding compliance.
- Provide guidance and knowledge on up-to-date technologies deemed suitable for the Alliance use.
- Communicate through the WA-Alliance social media channels about the latest trends in technology for the profession.

Qualifications

- A commitment to, and a clear understanding of the mission of the WA-Alliance.
- A passion for the administrative profession.
- Close affinity with the digital world.
- Understand current trends in cloud-based applications for non-profits.
- A thorough understanding of technology requirements and uses on behalf of the WA-Alliance.
- A creative problem solver.
- Comfortable working in a diverse international environment.
- Excellent communication skills in English.
- A solid understanding of the commitments required to work in a voluntary organisation.

Evaluation

The effectiveness of the Technology role, conduct and position description will be evaluated by the Chair.