

WOMEN'S HEALTH VICTORIA POSITION DESCRIPTION

Position title	Executive Assistant
Team	Business Services Team
Work location	Level 8, 255 Bourke St, Melbourne
Employment type	Fixed-term Part-Time for 6 months. 4 days per week, 60.8 hours per fortnight (FTE.8)
Classification	Level 2 Classification, WHV Enterprise Agreement 2013
Position reports to	Executive Director
Date Approved	August 2017

1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is an independent NGO focusing on statewide health promotion, health information and advocacy. WHV is one of the nine regional and three statewide services that make up the Victorian Women's Health Program.

WHV works to improve the health and wellbeing of all Victorian women utilising a population based social model of health framework.

The purpose of the Executive Assistant role is to provide support to the Executive Director as the work of WHV expands.

2. POSITION OBJECTIVES

The key objectives of the position are:

- 2.1 To support the Executive Director in the management of all stakeholder and knowledge management matters including the co-ordination of all meetings.
- 2.2 To use a broad range of organisational and communication skills.
- 2.3 To contribute to the efficiency and integrity of WHV's operational management support systems, information systems and infrastructure support as agreed.

3 KEY RESPONSIBILITIES

3.1 Executive Director (ED) Support

Provide efficient administrative support to the ED by ensuring that work is completed in a timely manner and within deadlines.

- 3.1.1 Maintain electronic diaries and arrange appointments/meetings as required.
- 3.1.2 Prepare and distribute of all meeting papers, attendance of meetings, taking and transcribing minutes and notes, follow up of matters that may arise from meeting.
- 3.1.3 Ensure the ED is well prepared in advance for all meetings.
- 3.1.4 Assist ED to prepare agendas and papers for relevant meetings.
- 3.1.5 Ensure timely collation of papers for all meetings and appropriate notification to stakeholders.

- 3.1.6 Preparation of reports relating to the ED including organisational and Board.
- 3.1.7 Managing correspondence relating to the Board and Task Group meeting.
- 3.1.8 Assisting the Secretary with Board matters.
- 3.1.9 Assisting the ED with minute and/or note taking at internal meetings when required.
- 3.1.10 Preparing meeting rooms for Board related meetings including catering orders.
- 3.1.11 Planning and organising conferences.
- 3.1.12 Scheduling employee appraisals and reviews.
- 3.1.13 Management of routine correspondence including maintenance of correspondence register and drafting responses.
- 3.1.14 Maintain filing of both electronic and hard copy documents according to records management and legal requirements.
- 3.1.15 Arrange travel and accommodation for ED as required.
- 3.1.16 Ensure timely action on invoices and contracts for ED signing.
- 3.1.17 All correspondence relative to ED office.
- 3.1.18 Coordinating ED credit card and other expenses.
- 3.1.19 Assist in developing policies/procedures/work instructions around the EA tasks.

3.2 Office support

- 3.2.1 Act as a back up to the Administration Coordinator in providing front of house assistance including phone reception and visitors.
- 3.2.2 Screen phone calls for the ED, responding or referring appropriately to enquiries, requests and possible disclosures from various sources.
- 3.2.3 Assist Operations staff as required with other duties.

3.3 Responsibilities carried out by all staff

- 3.3.1 Problem solving of day to day issues as they arise.
- 3.3.2 Promote WHV and its programs.
- 3.3.3 Participate in WHV strategic and operational planning processes.
- 3.3.4 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- 3.3.5 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- 3.3.6 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- 3.3.7 Undertake other duties as directed.
- 3.3.8 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- 3.3.9 Work within the organisational policies, procedures and Enterprise Agreement.
- 3.3.10 Support and be accountable for maintenance of a safe working environment.

4 ORGANISATIONAL RELATIONSHIPS

4.1 Internal

- 4.1.1 Contribute to the culture of the decision making processes incorporating co-operation, collaboration and shared accountability with other staff and WHV Board Members.
- 4.1.2 Reports to the Executive Director.
- 4.1.3 Works in close collaboration with Business Services Team staff.

4.2 External

- 4.2.1 Organisations and individuals with whom WHV engages.

5. ACCOUNTABILITY

Accountable for delivering the position objectives and the position performance measures as agreed annually.

6. EXTENT OF AUTHORITY

- 6.1 Within the scope of the position, engage and/or supervise support staff and /or volunteers/students as required from time to time.
- 6.2 Expenditure within agreed budget.

7. SALARY

This is a fixed-term part-time position for six (6) months working four (4) days per week, 60.8 hours per fortnight (FTE 0.8). The position is classified as a Level 2 and attracts a salary of \$59,465 per annum pro-rata. WHV Enterprise Agreement 2013 conditions and salary apply.

In addition, employer superannuation guarantee and access to salary packaging applies.

8. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

WHV Enterprise Agreement 2013 Level 2 Classification definition is as follows:

- 8.1 Work is likely to be without supervision, with general guidance on progress and outcomes sought. Responsibility for, and limited organisation of the work of others may be involved.
- 8.2 Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures where there are no defined established practices.
- 8.3 Solutions to problems are generally found in precedents, guidelines or instructions, with assistance available from senior employees.
- 8.4 Competency at this level involves the application of knowledge with depth in some area and a broad range of skills. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and choice of actions required.
- 8.5 Competencies are normally used within routines, methods and procedures where discretion and judgement is required, for both self and others in planning and selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

9. ENTERPRISE AGREEMENT LEVEL TWO COMPETENCIES FOR THIS POSITION:

- 9.1 Understanding and ability to apply knowledge of the functions of the Service in carrying out responsibilities to internal/external clients.
- 9.2 Ability to meet team goals through completion of individual work, within a personal/team work plan that identifies goals, expected results and appropriate time frame.
- 9.3 Work area goals are achieved through constructive participation to solve problems and through completion of personal tasks. Staff development needs are identified.
- 9.4 Ability to communicate with others in a manner which conveys the message(s) intended and is adjusted to meet the need or differences of the situation or clients or work colleagues. Written materials can be understood by the reader.
- 9.5 Suggestions for changes in environment or workplace practices are made. Contributions to the implementation of change are made and people are supported in adjusting to changes.
- 9.6 Understanding and ability to manage time, develop plans, practice ethical behaviour and develop personal skills.
- 9.7 Understanding and ability to find information, analyse it and form it into options that identify possible solutions.
- 9.8 Ability to set up equipment and use appropriately in accordance with occupational health and safety guidelines

10. SELECTION CRITERIA

10.1 Mandatory

- 10.1.1 Experience as an Executive Assistant or equivalent experience.
- 10.1.2 Minimum qualification of Business Administration Certificate IV.
- 10.1.3 Intermediate to advanced skills in MS Office software particularly Word, Excel, PowerPoint & Google Platform (Email and Calendar).
- 10.1.4 Experience in database and data collection systems.
- 10.1.5 Flexibility to respond to short and long term changing needs.
- 10.1.6 Proven ability to manage competing priorities and to work within deadlines.
- 10.1.7 Experience working effectively within a team environment.
- 10.1.8 Well-developed oral and written communication skills.

10.2 Desirable


- 10.2.1 Experience in administration and organisation of events.

HOW TO APPLY

Applications can be made by submitting a cover letter and resume to whv@whv.org.au addressed to the Executive Director, Rita Butera.

Applications close at 12pm on Friday 15th September 2017.

WHV is a vibrant organisation of women working to keep Victorian women healthy, empowered and equal. We have a friendly work environment and encourage women to apply for positions advertised. WHV Equal Opportunity Exemption No. H102/2014

Approved: 
Executive Director, Rita Butera

Date: August 2017