

POSITION DESCRIPTION

Position:	Executive Assistant to CEO
Reports To:	Chief Executive Officer
Direct Reports:	None
Status:	Full time (38 hours per week)
Location:	East Melbourne
Classification:	Level 4 SCHADS, plus superannuation and salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

Vision

inTouch’s vision is for culturally diverse families to live free from violence.

Purpose

inTouch’s purpose is simple and clear – we are committed to changing lives, changing communities for the better.

POSITION SUMMARY

The Executive Assistant will provide executive level support and coordination for the Chief Executive Officer and, through the CEO, to the Board of inTouch. The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the executive office.

KEY RELATIONSHIPS

Internal	Chief Executive Officer, Office of the CEO, Board of Directors, Executive Management, and inTouch staff.
External	Stakeholders, partners, government representatives and community members.

Position Description Guidelines and Template	Effective Date	August 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	July 2021	Page 1 of 6

POSITION ACCOUNTABILITIES

1. Provide high level executive support to the CEO including:

Diary Management

- Coordinate and host diary meetings with the senior team and CEO, tabling and talking to invitations and requests and providing scheduling advice.
- Respond to all invitations and diaries accordingly.
- Coordinate all travel, accommodation and itineraries for the CEO.
- Prepare and collate speaking and meeting briefs for the CEO in consultation with the Senior Team.

Administrative Support

- Manage confidential and sensitive documentation with appropriate discretion.
- Prepare and format reports and documents for internal and external use often within short time frames.
- Prepare power point presentations for the CEO.
- Manage incoming calls, emails and correspondence, proactively determining significance and managing distribution.

Management of the Office of the CEO

- Maintain the CEO's task list including working with the Executive team to identify priorities and deadlines.
- Alert the CEO to matters requiring immediate attention, and manage those issues in her absence, in conjunction with senior staff.
- Ensure the smooth running of the office of the CEO by addressing all issues promptly.

2. Provide high level administrative and governance support to the inTouch Board

- Schedule all meetings of the Board and Committees.
- Work with the Chair and CEO to prepare and distribute meeting agendas and papers.
- Attend and proactively minute all meetings and prepare action lists.
- Provide support to the Company Secretary around governance and reporting requirements including elections, AGM, Constitution, ACNC, and Governance policies of the Board.
- Prepare and distribute orientation and induction packs for new Board and committee members.
- Provide additional governance support as required including support with the development of governance policies and subcommittee Terms of Reference.

3. Act as the principal contact point for all external stakeholders

- Support the CEO in the development and maintenance of stakeholder relations by establishing a friendly and professional report with stakeholders.
- Endeavour to always respond to requests from stakeholders in a timely manner.
- Ensure that the CEO or Executive are made aware of issues relating to stakeholder relations at the earliest opportunity.

4. Other duties as directed by your manager

PEOPLE MANAGEMENT

Position Description Guidelines and Template	Effective Date	August 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	July 2021	Page 2 of 6

N/A

EXTENT OF AUTHORITY

As per the delegations policy, the incumbent must gain permission from the CEO prior to any purchasing or making public comment on inTouch’s behalf.

KEY SELECTION CRITERIA

Essential

- Demonstrates commitment to the values of inTouch and the ability to contribute to inTouch’s strategic agenda
- Minimum three years relevant experience including two years in an Executive Assistant role supporting a busy CEO or senior executive.
- Capacity to be proactive, assertive and work well under pressure or within tight time frames.
- Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems, including managing competing tasks rapidly and ensuring deadlines are met under pressure.
- Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including Board members, organisational and individual members, senior levels of government, pro bono professional support, corporate partners, and members of the public.
- Knowledge of and capacity to efficiently use ICT and organisational systems, high level computer skills, including Microsoft Office products (word, excel, PowerPoint), e-mail and calendar;
- Experience working in a diverse environment;

Personal Attributes

- Friendly, outgoing personality that is able to easily engage work colleagues and visitors alike promoting workplace harmony and team effectiveness

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conducted work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

Position Description Guidelines and Template	Effective Date	August 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	July 2021	Page 3 of 6

- Ensure compliance with legislation, contract and policy requirements in day to day work in order to meet the organisation’s audit, contract and registration obligations.
- Proactively apply specialist knowledge in the review and maintenance of inTouch policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Enterprise Agreement and is negotiable depending on experience.
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments.
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy.
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identify and qualifications.
- Signing a Confidentially Agreement is a personnel requirement of inTouch.
- The successful applicant will initially be engaged for a probationary period of three months.
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

The collection and handling of applicants’ and the successful appointee’s personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach you CV and a brief (2 pages max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to recruitment@intouch.org.au

AUTHORISATION

Position Description Guidelines and Template	Effective Date	August 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	July 2021	Page 4 of 6

I hereby accept the above *Terms of Employment*.

Signed:

Date:

Michal Morris
Chief Executive Officer, inTouch
(Employer)

Name: _____
(Employee)

Position Description Guidelines and Template	Effective Date	August 2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	July 2021	Page 5 of 6