

Position Description

Position title:	Executive Administrative Assistant
Location:	Women's Health East, 1/125 George Street Doncaster East Victoria
Hours:	52.5 hours per fortnight
Tenure:	This role is permanent part-time (0.7 FTE) to be worked Monday to Thursday.
Salary:	Social and Community Services Employee Level 4, pay rate as per schedule of contractual terms. Salary packaging provisions apply

Women's Health East – About us

Women's Health East is the women's health promotion agency for the eastern metropolitan region of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women's Health East influences women's health and wellbeing at a regional, state-wide and national level. Our vision is equality, empowerment, health and wellbeing for all women. Women's Health East's organisational values are inclusion, respect, integrity and excellence.

Women's Health East partners with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on Melbourne's eastern region, we:

- Provide leadership, expertise and support to initiatives addressing our key priorities
- Facilitate collaborative, integrated responses to our key priorities
- Implement and support an intersectional approach to women's health promotion
- Enhance the capacity of our partners to improve service system access and responsiveness for all women
- Shape responses to women's health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research
- Influence public policy and the public discourse on issues relevant to improving health outcomes for women
- Deliver training and education programs, opportunities for collective learning, resources, and support to build workforce and organisational excellence in women's health and wellbeing.

Our strategic priorities are to advance gender equality, prevent violence against women, and improve women's sexual and reproductive health.

Position summary

The Executive Administrative Assistant is a member of the business operations team and is responsible for providing the CEO with administrative support and under the direction of the CEO, provides secretariat support to the Board of Governance and Board sub-committees. as required, including coordination of board calendar, general business, Annual general Meeting, minutes and agendas.

The Executive Administrative Assistant operates in a highly confidential capacity and is a trusted professional who provides high-quality planning and administrative services to ensure the CEO's communications and relationships with internal and external stakeholders are timely and professional. The Executive Administration Assistant supports the CEO by providing high-level administrative support to the Leadership team when required.

This position supports the day-to-day operations of the organisation by undertaking office coordination duties, supporting key organisational events and activities hosted by the CEO, and providing support for information technology in partnership with the Manager, Finance & Business Operations and external contractors.

Key performance areas and responsibilities

CEO and Board of Governance administration and secretariat support and coordination

- Provide executive administrative support to the CEO including management of CEO's calendar and scheduling internal and external meetings and appointments.
- Provide the CEO with administrative and clerical support including maintaining electronic filing and records management, photocopying, and compilation of correspondence, reports and presentations as required.
- Provide Secretariat support for the Board of Governance and its committees under the direction of the CEO, including development of Board Annual Work Plan, meeting invitations (MS Teams and in person), meeting set up, catering, the development of agendas, distribution of Board papers, minute taking for meetings, and admin support for other Board business.
- Manage Women' Health East's membership requests and maintain Member Register.

Business operations support and coordination

- Lead administration and coordination for key organisational events hosted by the CEO, such as the Annual General Meeting.
- Provide support to the CEO on time-limited business operations projects to enhance organisational sustainability and development
- Support the implementation of human resource procedures, including onboarding and off-boarding.
- Provide backup support for basic payroll and finance duties for Manager, Finance & Business Operations during her leave absences.
- Support external Communications Consultant to make WHE social media posts.
- Monitor the All Staff meeting calendar, health inbox, distribute emails, order office supplies, and arrange catering.
- Liaise with Manningham City Council for maintenance and repairs, and coordinate with contractors for security and cleaning.
- Undertake reception duties and respond to enquiries with information and referral advice in accordance with Women's Health East policies and procedures.

Supervision, performance and professional development

- In collaboration with the CEO, participate in the development, monitoring and review of a clear work plan that sets out objectives, activities and outcomes for the position.
- Participate in regular supervision to discuss work performance that ensures the delivery of timely and high-quality administration and business operations support.
- Actively participate in performance and professional development activities, including undertaking annual performance appraisals, training and development plans, and identify personal and professional development opportunities.
- Actively participate in regular review of workload, work planning and agreements on flexible work arrangements.

Contribute to collaborative processes to achieve organisational goals, objectives and outcomes

- Contribute to the delivery of Women's Health East's strategic and operational plans relevant to the business operations team, including the delivery of annual key performance indicators.
- Foster an organisational and team culture of respect, collaboration, and excellence in line with Women's Health East vision, purpose and values.

Other responsibilities

- Participate in Women's Health East organisational and business and operation team meetings and development activities.
- Role model respectful and professional behaviour within the work environment at all times, including displaying initiative, integrity and transparency.
- Take a continuous quality improvement approach to work and participate in organisational quality improvement activities as relevant to this position.
- Adhere to the Women's Health East Code of Conduct, and all policies, procedures and legislative requirements that includes carrying out one's duties in a manner that does not adversely affect their or others occupational health, safety and wellbeing.
- Perform other duties as required that are within the range of the employee's skills, competency and training.

Key selection criteria

1. Minimum 3 years' experience providing Executive Assistant/Office Administration support to CEO or Senior Executive.
2. Ability to develop, implement and review effective general office administrative systems.
3. High level ability to proactively plan and manage multiple, changing and competing priorities with minimal supervision.
4. High level tech literacy in various IT applications such as SharePoint, MS Office, WordPress, Campaign Monitor, Humantix, Canva, Zoom/MS Teams. (Training can be provided)
5. High level written and verbal communication skills and strong interpersonal skills and ability to maintain confidentiality.
6. Commitment to working within a feminist framework and within a social model of health.

Desirable criteria

1. Previous experience providing Secretariat support to a Board/Committee of Management
2. Previous event management experience.
3. Knowledge and understanding of women's health, safety and wellbeing.
4. Current Victorian driver's licence.

Other requirements

1. National Police Check certificate.
2. Pre-existing injury or illness declaration prior to appointment to position.
3. Employee privacy, confidentiality and security agreement prior to appointment to position.
4. New employee induction operational policies and procedures to be completed upon appointment.

Performance monitoring

An initial review of performance will be undertaken within six months of commencement. Annual appraisals and support for development will relate to the key performance areas and responsibilities, as detailed above.