POSITION DESCRIPTION

**Executive Assistant**

**NORTH AUSTRALIAN ABORIGINAL FAMILY VIOLENCE LEGAL SERVICE – ABORIGINAL CORPORATION**

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| Position Title | Executive Assistant |
| Location | Casuarina |
| Salary | To be negotiated  NT SACS Award  Salary packaging is offered. |
| Contact Officer | Natalie Maher |
| Responsible to: | Chief Executive Officer |
| Closing Date | 11 March 2016 |

Submitting your application

Your application must be received no later than 4pm on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Practice Manager to submit your application after the closing date. Applications must include a copy of your resume or curriculum vitae and a document addressing both the Position Specific and the Generic Selection Criteria.

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| **E-mail Address** | nmaher@naafvls.com.au |
| **Postal Address** | PO Box 43104  Casuarina NT 0811 |
| **Hand Delivery**  **Address** | 32 Dripstone Road  Casuarina NT 0810 |
| **Facsimile** | (08) 8927 5942 |

**North Australian Aboriginal Family Legal Service**

**(NAAFLS)**

NAAFLS is a government funded Aboriginal organisation and NACLC accredited

community legal service. We provide professional, comprehensive and culturally safe

assistance and advice to Aboriginal and Torres Strait lslanders living in remote Top End communities, and in particular, those who have been exposed to family violence and sexual assault.

NAAFLS is based in Darwin and Katherine and provides an outreach visiting service to 44 Communities in the Top End, including Wadeye, Borroloola, Lajamanu, Kalkarindji, Maningrida, Nhulunbuy, Galawinku, Milikapiti, Wurrumiyanga, Pirlangimpi, Angurugu, Alyangula, Numbulwar, Milyakburra, Jabiru, Oenpelli, Nauiyu, Yarralin, Timber Creek, Amanbidji, Ngukurr, Minyerri, Barunga, Beswick, Belyuen, Adelaide Rive and Pine Creek.

The primary focus of NAAFLS is to provide culturally appropriate assistance to Aboriginal and Torres Strait Islander adults and children who are victims of family violence, including sexual abuse. NAAFLS works in accordance with the Family Violence Prevention Legal Services “Operational Framework”. Services available to clients include:

1. Legal advice and casework assistance in areas relating to Family Violence, Care and Protection of Children, Victims of Crime Compensation, Family Law, Wills, Superannuation, Housing and Debt Management
2. Information support and referral services
3. Community Legal Education
4. Family Violence initiatives
5. Law Reform.

NAAFLS is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

NAAFVLS is seeking an enthusiastic and self-motivated person to join a challenging work environment. You will deal with a wide range of stakeholders across the public and private sectors and draw upon strong communication and people skills to achieve desired objectives.

PRIMARY RESPONSIBILITIES

1. Provide high-level administrative and secretarial support to the Chief Executive Officer and Management team, including drafting letters and documents.
2. Maintain CEO appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
3. Maintain client and stakeholder confidence and protect operations by keeping information confidential.
4. Collect and analyse statistical data and information.
5. Maintain electronic files using Mfiles and CLSIS.
6. Participate in the development of systems to enable monitoring, evaluation and collection of statistical data.
7. Assist in the promotion of the service throughout the wider community
8. Contribute where appropriate to NAAFLS Annual Report, evaluations and other reports required by NAAFLS.
9. Participate in staff meetings, workshops and planning sessions as required.
10. Undertake cultural awareness and other training as directed
11. Other duties as directed.

SELECTION CRITERIA

Position Specific Selection Criteria

1. Demonstrated advanced skills in document development including use of Microsoft Word and Adobe Acrobat
2. High level interpersonal, oral and written communication skills with proficiency in a range of relevant computer software applications and databases.
3. Sound organisational skills and proven ability to exercise initiative, determine workload priorities and complete tasks within required timeframes.
4. Demonstrated capacity to work under pressure and within a team environment.
5. The ability to work independently without supervision and as a team member.
6. Demonstrated experience in communicating effectively and sensitively with Indigenous people.
7. Ability to obtain a Police Clearance

GENERIC CAPABILITIES

1. Ability to think strategically
2. Ability to achieve results
3. Ability to develop productive working relationships
4. Demonstrated personal drive and integrity
5. Ability to communicate effectively
6. Advanced computer skills