



POSITION DESCRIPTION

Position Title	Executive Assistant
Reporting To	Chief Executive Officer or Delegated Officer

PURPOSE OF THE POSITION

The Executive Assistant is responsible for providing executive level support to the Chief Executive Officer (CEO) and other Executive Officers as directed by the CEO. The Executive Assistant performs a full range of administrative and operational support functions with a strong emphasis on effective communication with internal and external stakeholders.

KEY RESPONSIBILITIES & DUTIES

- Provide high level administrative support to the Chief Executive Officer and Board Members as directed by the CEO, including but not limited to, diary management, travel arrangements, assessment of urgent requests, secretarial support for Board meetings and CEO activities, and maintaining timely and effective internal and external communication via email management.
- Provide a professional first point of contact for all enquires, coordination of requests for internal and external stakeholders and manage access to the Chief Executive Officer including screening visitors, staff and telephone calls
- Prepare reports and documentation for the Chief Executive Officer and the Board through research and analytical skills
- Coordinate meetings through the preparation of meeting agendas, confidential minute taking, distribution of such documentation and coordination of follow up action
- Maintain systems for recording and storing data including creation, filing, archiving, and maintain file naming conventions for both electronic and hard copy files
- Maintain registers and oversee related procedures
- Coordinate project based work where required
- In accordance with Continuous Quality Improvement (CQI) principals and legislative requirements, assist and support the development, implementation, review and improvement of organisational policies, procedures, practices and regulatory compliance
- Participate in team, section and all staff meetings and provide reports where required
- Undertake relevant training as required
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Timely and accurate handling of correspondence and e-mails, efficient and effective personal communication
- Efficient preparation and distribution of documents and agendas for meeting
- Manage and monitor budget status and communicates financial information to CEO and Executive Officers
- Keep up to date with programs and services for reporting
- Effective supervision of staff where delegated and reporting on program areas

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Excellent interpersonal, written and oral communication with the ability to communicate and liaise effectively at all levels
- Effective time management skills and ability to work to strict deadlines
- Highly developed organisational skills and capacity to prioritise competing demands
- Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports, collect statistics and data, and develop presentations and promotional materials
- Ability to maintain filing systems and processes
- Clear National Police History Check and Working with Children Check
- Current Drivers Licence

Desirable

- Aboriginality*
- At least 3 years' experience in an executive support role

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates initiative and an ability to problem solve
- Demonstrates flexibility in the workplace
- Courteous, with high level of professionalism, confidentiality and discretion

RELATIONSHIPS

With	Purpose
SCMSAC Board	The Board can make day-to-day requests through the CEO for support and information from the Executive Assistant.
SCMSAC Chief Executive Officer	The Chief Executive Officer is the primary point of contact for the overall direction of work. They will provide support and supervision to the Executive Assistant. The Executive Assistant will provide assistance and administrative support to the Chief Executive Officer as well as inform, advise and escalate emerging sensitive issues.
SCMSAC Executive Officers, Team Leaders and Employees	The Executive Assistant will interact closely with and will provide administrative support to Executive Officers, Managers, Team Leaders and Employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	Maintain effective relationships with key contacts to facilitate high quality advice and service. The Executive Assistant will respond to queries or redirect to the relevant party for review and resolution.

FINANCIAL DELEGATION

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information see GUI-GOV-00-Delegation of Authority which can be found on SharePoint.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.