



## POSITION DESCRIPTION

<b>Title:</b>	Executive Assistant
<b>Business Unit:</b>	Office of the Executive Officer – Uniting Lentara
<b>Location:</b>	413 camp Road Broadmeadows
<b>Employment Type:</b>	Full Time (76 hours per fortnight), Maximum Term (until December 2018)
<b>Reports to:</b>	Executive Officer - EO

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### ABOUT UNITING

Uniting works alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

Uniting is the services and advocacy arm of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (LGBTIQ) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

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### POSITION PURPOSE

The Executive Assistant is responsible for the provision of high level administrative support to the EO and responsible for the coordination and contribution to a range of activities in support of projects.

This position assists the EO to organise the workflow and follow up actions delegated by the EO.

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### SCOPE

**Budget:** nil

**People:** nil

**Relationships:**

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**Internal:**

- Lentara and Bendigo staff, volunteers and key stakeholders
- Lentara managers on policy, resources and operational issues working with and supporting the EO in the management of Lentara and ensure cooperation and efficiencies of processes
- Uniting Central Office EO's, Managers and support service staff

**External:**

- Liaise with external organisations, both government and non-government as directed by the EO.
- Catering, 3rd party meeting providers and venues
- External visitors and speakers

**KEY RESPONSIBILITY AREAS**

- Process and prioritize correspondence, other material and telephone calls referred to the EO's office and draft correspondence for the EO's consideration.
- Liaise with the relevant Lentara personnel in the processing and drafting of relevant documentation for government, the Lentara Board, Executive management team, business partner organisations, external contractors and relevant funding bodies.
- Provide competent, appropriately detailed information to the EO, and the Board and its committees
- Develop and maintain processes and systems for data collection to ensure maximum efficiency and support to executive management team
- Coordinate the preparation of the monthly and other relevant management reports
- Take and prepare minutes for meetings as required
- Organize and coordinate administrative support for the EO, including ensuring that an effective data storage and retrieval system and filing system operates and is maintained, and schedule and diary management.
- Organize meetings and workshops including developing agendas, set up, resources and catering as required by the EO
- Attend staff and project related meetings as required
- Attend workshops, conferences and training activities as required.

**Personal accountability**

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees, founding agency employees and external stakeholders in accordance with Uniting's values and professional standards of behavior...
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management

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- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

## PERSON SPECIFICATION

### Qualifications

- Diploma, Cert IV Business Administration, Project Management or a relevant and/or related discipline or equivalent working experience.

### Experience

- Demonstrated experience in Executive level administration support, project and operational support coordination
- Administration experience in the following areas:
  - Agenda preparation, minute taking, organizing workshops and meetings, organize travel and conference arrangements, competent use of a range of software and web based applications, establishing and maintaining effective data storage and filing systems in a multi-site environment
- Understanding the structure and working effectively as part of a modern, complex community services organisation undergoing rapid and ongoing change
- Recognizing confidentiality and privacy issues and working accordingly whilst maintaining a compassionate and respectful approach to relevant/affected staff.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Evidence of managing executive team administration for a service of >500 staff
- Demonstrated project management and team coordination using available technology
- Strong level of complex problem solving skills and agility to take appropriate action where required
- Prior examples of handling complex material and determining what is urgent, important, relatively important/unimportant successfully
- Previously worked collaboratively with program leaders, and EA's ensuring the values of the organisation are displayed with an optimistic, positive and energetic persona.
- High level of interpersonal, verbal and written communication skills acknowledged by others
- Professional personal presentation appropriate to the audience
- Demonstrated ability to work through periodically increased workload and tight timelines

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This position description is subject to review and may change in accordance with Uniting's operational, service and customer requirements.

<b>Employee Name:</b>		<b>Manager Name:</b>	
		<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>			

*Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a 'child safe' organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.*

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