

## Position Title –Executive Administrator

Division:	CEO Office
Award and Classification:	Educational Services (Post-Secondary) Award 2020 Level 5
Position ID	EA02

### Position Objective:

The objective of this position is to provide high level executive and administrative services to the Chief Executive Officer (CEO), Senior Leadership Team (SLT) and the Board as well as assist in the delivery, and coordination of commUnity+ internal events and activities.

This role requires best practice in coordination and managing corporate and governance meetings, secretariat functions and related administrative processes within commUnity+ and in collaboration with stakeholders as needed.

### Part A: Organisation

Organisation, Vision, Purpose, and Values
<p><b>Our Organisation:</b></p> <p>commUnity+ is a multidisciplinary organisation located in Melbourne's Western suburbs, delivering a range of prevention and early intervention programs focused on informing and engaging with our community. This is achieved via Community Education, Legal Services (Brimbank Melton Community Legal Centre), our Neighbourhood House, and Children's Contact Services, as well as a range of community and individual development activities.</p> <p>Established in 1982, commUnity+ has grown from a residents' action group in Deer Park, to a large community-based organisation that delivers programs from multiple locations in the West, North-West and Inner Melbourne.</p> <p>commUnity+ is a company limited by guarantee and is a registered charity endorsed as a Deductible Gift Recipient with the Australian Charities and Not-for-profits Commission. commUnity+ receives funding from local, state and Commonwealth government departments.</p> <p>commUnity+ partners with private, community and government agencies to enhance our service delivery, including through allied services, and to increase access for our communities.</p> <p>Our services are pivotal to building social capital and the agency of people living in Melbourne's Western suburbs.</p>
<p><b>Our Vision:</b></p> <p>Everyone in the West has a safe place where they feel they belong and live the life they choose.</p>
<p><b>Our Purpose:</b></p> <p>To support, strengthen and enable individuals and diverse communities in the West to flourish.</p>
<p><b>Our Values:</b></p> <p>Responsive:</p>



Empowering:	We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide.
Accountable:	We will respect the strength of our communities and collaborate to deliver holistic services.
Collaborative:	We will be responsible and self-reflective. We will acknowledge and celebrate achievements.  We work well together and as one team for our community.
<b>Our Services:</b>	
<ul style="list-style-type: none"> <li>• Community Education (RTO) accredited and non-accredited training across a range of Programs</li> <li>• Legal Services (including Brimbank Melton Community Legal Centre)</li> <li>• Family Services (including Children's Contact Service and other family support)</li> <li>• Neighbourhood House</li> <li>• Other community engagement and development projects and activities</li> </ul>	

## Part B: Operational Context

CEO Office
<p>The range of services provided by commUnity+ is led and supported by the CEO office.</p> <p>The CEO's office is responsible for managing the overall operations, which includes, but is not limited to, delegating, and directing agendas, driving profitability, managing organisational strategy, structure, and liaising with the Board of Directors.</p> <p>The CEO's office supports the role of the CEO and Senior Leadership Team in driving the Board-approved direction of commUnity+, leading the implementation of the organisation's strategy through its business plan and program plans, overseeing the operations of commUnity+, and relationships with key external stakeholders. The CEO/CEO office is accountable to the Board of Directors and supports the overall governance requirements of commUnity+.</p> <p>For more information about commUnity+ operations, services, and structure, please visit the commUnity+ website: <a href="http://www.comm-unityplus.org.au">www.comm-unityplus.org.au</a>.</p>

## Part C: Position Specifications

Relationships	
Division:	CEO Office
Program/Team:	CEO Office
Location:	This position is primarily based at the commUnity+ Keilor Downs site at the Brimbank Aquatic and Wellness Centre (BAWC), however the role may require attendance at other commUnity and stakeholder locations.
Reports to:	Chief Executive Officer



Indirectly Reports to	N/A
Internal:	Board of Directors, Board Committees, Senior Leadership Team, Leadership Team, and Staff
External:	Community Organisations and Groups, Local, State and Federal Government, other funding organisations, regulatory and peak bodies, relevant stakeholders

## Dimensions

Staff / Volunteers Managed or Supervised	Direct	NA
	Indirect	NA

## Key Accountabilities

- A. CEO and Board Support
- B. Executive Support
- C. Administration
- D. Event Coordination

## Key Tasks

- A. CEO and Board Support**
1. Provide high level executive administrative and support functions to the CEO, including:
    - organising meetings, preparing agendas, taking minutes of meetings
    - drafting and preparing briefing materials, reports, correspondence, and other documentation
    - monitoring and supporting the achievement of commitments and deadlines.
    - proactively monitoring the CEO's emails, correspondence, diary, and events calendar.
  2. Preparation, collation and dissemination of relevant executive, CEO and governance documentation including:
    - internal, board/committee and external reporting.
    - internal and external meetings and commitments.
    - communications and/or correspondence including emails, and letters.
  3. Coordinate and undertake Board and Board Committee secretariat activities in accordance with the Board approved Board and Committee annual calendar and workplan.
  4. Assist the CEO to maintain and develop key stakeholder engagement and relationships.
  5. Provide administrative support to the Company Secretary to full fill their governance obligations.
- B. Executive Support**
1. Provide executive administration support to the Senior Leadership Team in implementing strategic and business plan priorities.
  2. Provide secretariat support for Senior Leadership Team and Leadership Team meetings and activities, including actions arising and supporting priority tasks and timelines.
- C. Administration**



1. Identify and escalate relevant issues and tasks on behalf of the CEO, having regard to interrelationships of key internal and external stakeholders.
  2. Maintain soft copy filing and Board portal filing for the Office of the CEO and Company Secretary.
  3. Support the administration of commUnity+ compliance and reporting requirements.
  4. Support the overall effective of commUnity+' administration and continuous improvement in collaboration with the Corporate Services function, P&C function, and program administrative functions.
  5. Support other administration requirements as required including data entry, online/database administration, etc.
  6. Maintain the Executive Administration Operations Manual.
- D. Event Coordination**
1. Support the coordination and delivery of key internal and external organisational events.
  2. Assist CEO in coordination and delivery of Board, governance-related and key stakeholder events.

**Part D: Person Specification**

Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> <li>Minimum 2 years demonstrated experience in a similar role, maintaining confidentiality and managing sensitive information.</li> <li>Excellent administrative and organisational skills including time management and the ability to meet competing deadlines.</li> <li>High level attention to detail with a focus on accuracy, quality and completeness of work undertaken.</li> <li>High level communication and negotiation skills, including professional written and verbal communications.</li> <li>Proven ability to work effectively in a team, and to apply initiative and personal judgment to solving problems with minimal supervision.</li> <li>Demonstrated interpersonal skills including tact and diplomacy, and the ability to liaise effectively with a wide range of people on complex and sensitive issues.</li> <li>Experience in internal event coordination working with a variety of stakeholders.</li> <li>Demonstrated knowledge and proficiency in Microsoft suite applications i.e. Word, PowerPoint, Excel, Outlook, and web-based platforms.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>Experience with a variety of database entry and using online systems and platforms.</li> <li>Previous experience in the community or for-purpose sector</li> </ul>



Qualifications	
Essential:	<ul style="list-style-type: none"> <li>• Certificate IV or higher in Business administration or a relevant field.</li> </ul>
Desirable:	N/A

Other Requirements	
Essential	<ul style="list-style-type: none"> <li>• Current Working with Children Check, and ongoing validity.</li> <li>• Current Criminal Records Check, and ongoing validity.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Ability and willingness to work flexible hours including evening hours to meet the requirements of the position.</li> </ul>

**Part E: Declaration**

Declaration	
<p>My position description has been explained in detail and I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, there may be other reasonable duties within my skills and experience that I may be requested to undertake. I hereby accept the accountabilities and authority as outlined.</p>	
Employee	Name ..... Signature ..... Date: / /
Manager	Name ..... Signature ..... Date: / /