



Executive Assistant

Comm Unity Plus Services Ltd (commUnity+) delivers a range of early intervention and prevention programs focusing on informing and engaging with our community through high quality Adult Education, Neighbourhood House, Legal (through the Brimbank Melton Community Legal Centre) and Family Support programs as well as community engagement and development activities.

Position Objective: The objective of this position is to provide high level executive administrative services to the Chief Executive Officer (CEO) through the adoption of best practice meeting management and administrative workflows within comm Unity + and in collaboration with other administrative support positions throughout commUnity+.

Part A: Organisation

Comm Unity Plus Services Ltd Vision and Values	
Vision:	Building the capacity of our community by respecting diversity and striving for social justice
Values:	Engage with our community by being collaborative and inclusive
	Respond to the needs of our community and develop innovative and flexible services
	Accountable by providing beneficial and sustainable programs

Part B: Position Specifications

Relationships	
Division:	CEO Office
Reports to:	Manager – Chief Executive Officer
Internal:	Board Members, Directors, Program Managers and Staff
External:	Funders, Stakeholders, Suppliers, Peak Bodies, Clients

Dimensions		
Annual Budget	Operating	
Staff	Direct	0
	Indirect	0

Key Accountabilities

Executive Support
Administration
Filing
Diarising
Event management

Key Tasks

CEO and Board Support

- Provide a range of high level executive administrative and secretariat support functions to the CEO, including:
 - organise meetings, prepare agendas and take minutes of meetings as directed
 - prepare briefing materials, reports, correspondence and other documentation accurately and in a timely and consistent format; and
 - accurately manage the diary and events calendar.
- Exercise initiative and judgment with the preparation, collation and dissemination of relevant executive and management documents including internal reporting.
- Filing systems – develop and maintain best practice hardcopy filing systems for the Office of the CEO and monitor the quality and consistency of soft copy filing using the file naming policy.
- Each week prepare all relevant documentation for all CEO meetings for the week and schedule any additional meetings as requested.
- Complete all the hard copy filing for the week.
- Write letters or correspondence as requested.
- Complete the minutes of relevant meetings as requested.
- Lodge any documents after editing or checking to funders in relation to compliance and reporting.
- Coordinate all Board activities in consultation with the CEO

Executive Support

- Assist the CEO and the Senior Management Team to undertake strategic planning, team planning and other business planning processes, by consulting and coordinating to formulate agendas, briefing notes and monitoring the plans.
- Attend all Senior Management Team meetings and manage workflows and actions focusing on priority tasks and managing timelines.
- Prepare reports for Boards and ensure briefing notes are developed for major projects as per the CEO guidance.
- Assist the CEO and Program Directors to oversee the risk management and compliance projects.



- Assist the CEO to maintain and develop key stakeholder engagement relationships.
- Assist the CEO and Program Directors to meet funding agreements, submissions, and other contractual requirements and prepare regular briefings for Board meetings.
- Draft correspondence relating to emails, letters, memorandums, contract variations, Requests for Quote and any other important matters.
- Provision of advice on procurement policies and guidelines to the programs as required in consultation with the Program Directors.
- Display an awareness of the internal and external policy context and actively develop relationships with managers, and other support staff within commUnity+ to facilitate collaboration to address emerging issues.
- Identify and appropriately escalate relevant issues and delegate tasks on behalf of the CEO, having regard to interrelationships of key internal and external stakeholders and service delivery objectives.
- Perform other duties as directed in keeping with the role.
- Meet all relevant administrative, compliance and reporting requirements.
- Identify and mitigate any organisational risks arising from the operational area.
- Manage, engage and educate commUnity+ staff on Operations policies, and procedures.

Part C: Person Specification

Key Selection Criteria	
	<ul style="list-style-type: none"> • High level administrative and organisational skills including the ability to meet deadlines under pressure while ensuring accuracy and quality. • High level communication and negotiation skills, including the ability to communicate verbally and in writing in a clear and concise manner. • Proven ability to work effectively in a team and apply strong initiative and personal judgment to solving problems with minimal supervision. • Demonstrated interpersonal skills including tact and diplomacy, the ability to maintain confidentiality and the ability to liaise effectively with a wide range of people on complex and sensitive issues. • A demonstrated commitment to the highest levels of service.

Qualifications	
Essential:	<ul style="list-style-type: none"> • Relevant qualification in business administration or equivalent experience
Desirable:	<ul style="list-style-type: none"> • Demonstrated knowledge or capacity to quickly acquire skills in Microsoft suite applications including but not limited to Word, Outlook and Excel



Other Information	
Essential	n/a
Desirable	Current Driver's Licence

Declaration	
Essential	My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.
Employee	Name Signature/ /
Manager	Name Signature/ /