

Our Watch Limited: Position Description

Position summary

Position title:	Executive Assistant
Team:	Corporate Services
Location:	Melbourne CBD Victoria
Position type/FTE:	Full time
Tenure:	Fixed term until 1 June 2021
Probation period:	6 months
Salary classification:	Classification 5.1 commencing at \$89,303 - \$93,303 plus superannuation and 17.5% leave loading
Date approved:	January 2019

Organisation Context

Our Watch was established by the Commonwealth and Victorian governments in 2013 to drive nation-wide change in the culture, behaviours and structures that drive violence against women and their children, based in Melbourne.

Our Watch's **vision** is an Australia where women and their children live free from all forms of violence. Our **mandate** is to stop violence before it happens, and our **purpose** is to provide national leadership to prevent all forms of violence against women and their children. Our **work** will always be based on sound research and strong and diverse partnerships.

Our Watch **recognises and values diversity** amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds, especially Aboriginal and Torres Strait Islander people, and/or with lived experience of disability, to apply.

Position overview

The Executive Assistant supports the Chief Executive Officer (CEO) and the Chair of the Board of Our Watch and contributes to the effectiveness and image of Our Watch and the organisational culture of excellence.

The key objectives of this position are to:

- Support the CEO, the Chair and the Board in the management of all Board & Stakeholder matters including the coordination of all meetings
- Support all staff through our office communication and knowledge management systems

And, as a member of the Corporate Services team, and in consultation with the Director of Corporate Services you will:

- Contribute to the efficiency and integrity of the operational management support systems, information systems and infrastructure support
- Support Our Watch's governance processes, compliance obligations and risk management processes
- Manage the office facilities and the relevant procurement processes as required

Responsibilities and accountabilities

CEO & Board Support:

- Ensure efficient administrative support for the CEO and Chair
- Manage the diary of the CEO
- Ensure the CEO is well prepared in advance for all meetings
- Action incoming and outgoing emails and correspondence including the preparation of draft correspondence for the CEO and Chair
- Assist the CEO and Company Secretary in preparing agendas and papers for the Board Meetings and Board Committee meetings
- Set up and update Board and Board Committee meetings each year and send out relevant calendar invites along with the Board papers
- Send 'Out of Session' information and papers to the Company Secretary as required and ensure responses are recorded
- Maintain hard copy and electronic filing according to the records management policy and legal requirements

Senior Executive Team (SET) Support:

- Provide assistance and support to members of SET where possible
- Provide minute taking services for SET meetings as required

Travel

- Arrange travel, visas and accommodation for the Board, CEO, Senior Managers and others as required

Finance

- Manage the Corporate Credit Card and reconciliations for the CEO
- Manage petty cash and reimbursements
- Provide timely action on invoices and contracts for CEO signing

Office Support

- Assist with effective running of the office including developing rosters, procuring new items and assisting with building matters
- Report all maintenance issues to the Building Manger
- Order and distribute cab charge vouchers
- Maintain the postage register

Direct Reports Nil

Key Selection Criteria

- Experience**
- At least 5 years' experience in an Executive Assistant or equivalent role
 - Experience working with Boards (essential)
 - Experience in a not-for-profit environment (advantageous)
- IT Skills**
- Intermediate to advanced level of skill with Office 365 applications; in particular Word, Excel and PowerPoint
 - Experience with other databases e.g CRM's and Board portals
 - Experience with SharePoint (advantageous)
- Communication and Liaison Skills**
- Ability to communicate effectively and efficiently in both written and verbal form
 - Ability to engage with internal and external stakeholders and to develop positive relationships
 - Ability to work independently and as part of a team
 - Ability to problem solve and to give input openly and effectively
- Administrative / Organisational Skills**
- Excellent planning and organisational skills
 - Ability to prioritise competing tasks
 - Ability to take initiative and work independently whilst at the same time working collaboratively and accountably

Behavioural Attributes

Personal Attributes

Commitment to the Cause | Act Ethically, with guided passion and integrity and a deep understanding of preventing violence against women and their children and the impacts

Resilience and Courage | Take a pragmatic and flexible approach to new challenges and a readiness to accept and commit to change

Personal Effectiveness | Prioritise workload through effective time management, planning and organization and maintain a healthy work life balance

Outcome Focused

Outcome driven for quality results | Set goals and identify measures of success for the achievement of quality outcomes