



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Executive Assistant
<b>DIVISION</b>	Finance and People, Culture and Engagement
<b>DEPARTMENT</b>	Finance and People, Culture and Engagement
<b>REPORTS TO</b>	Director of Finance and Director of People, Culture and Engagement

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

### DEPARTMENT PURPOSE

The Brotherhood's Finance department has a responsibility for providing high quality information and advice to all levels of the organisation developing and achieving best practise for the Finance function. The Department is responsible for the preparation of timely and accurate financial information, maintaining a strong system of internal control and facilitating the management of the organisation's financial resources in an effective and sustainable way.

The People & Culture team is responsible for delivering strategic and operational people related strategies and services to the organisation to enable an inclusive, effective, efficient and agile organisation.

BSL are embarking on a transformational journey reviewing current people practices, processes and systems to create a service environment that supports the delivery of inclusive, responsive and robust user centered services that will enhance the employee experience.

This role supports two senior leaders at BSL, the Director of Finance and Director People Culture and Engagement.

## **POSITION PURPOSE**

The Executive Assistant role exists to provide high level executive administrative support and to add value to the work of the senior leaders at BSL. This role will seek to acquire and maintain a thorough understanding of the divisions in order to proactively support the management of business operations.

## **KEY RESPONSIBILITIES**

- Prioritise, redirect, respond to, and organise incoming emails for roles supported
- Provide high standard of diary management, with forward planning, prioritising and organising meetings with internal and external stakeholders
- Prepare, review and collect meeting documents for Directors as required to ensure that the Directors are properly prepared for meetings/commitments and have all relevant documentation
- Manage the Directors email correspondence to ensure business requirements are met at all times. Liaise with relevant internal and external stakeholders on behalf of the Directors, as required
- Facilitate communication between senior staff and the Directors, as required
- Support and coordinate relevant major projects and initiatives
- Prepare, maintain and where appropriate, analyse data and reports to provide informed guidance and recommendations to Directors. Coordinate effective travel arrangements as required
- Reconcile credit card statements and invoices for approval
- Purchase and maintain stationery and sundries as required
- Organise department-wide events across the Operations including the Quarterly Business Reviews, P&C Town Halls, Finance team meetings and other key sessions - in liaison with other BSL teams where needed
- Support monthly meetings and other key departmental meetings
- Organise meeting logistics, including venue bookings, meeting room set up, ordering catering, liaising with suppliers, organising site tours and presentations, invitations, preparing the agenda, distributing papers, and taking minutes
- Design and prepare presentations and meeting notes as required
- Prepare documents, review papers and collate information as required
- Undertake confidential administrative support services, such as maintaining registers and routine databases, maintaining distribution lists and other correspondence
- Undertake research and gather relevant data on specific directed topics to enable the

Directors to provide informed responses to matters

- Undertaking filing and archiving in both soft and hard formats, with adherence to the Retention Schedule in an efficient and effective manner which makes documentation easily retrievable
- Identify and action opportunities for continuous improvement.
- Provide support to the Chief Operating Officer when their Executive Assistant is on leave.
- Participate in and collaborate with the wider group of Executive Assistants across BSL
- Assist in providing reception cover at the BSL head office on a roster as required
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures
- Other duties as required

## **KEY SELECTION CRITERIA**

### **Career experience:**

- Demonstrated experience in providing a range of confidential administrative support services
- Proven ability to work with a high degree of independence, and as a team member, to achieve goals.
- Demonstrate critical thinking skills through interpreting emails, presentations, reports and coming up with recommendations for action.
- Well-developed interpersonal and communication skills, with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- Demonstrated, proactive approach to anticipating requirements, taking initiative and providing effective solutions
- Well-developed organisational and time management skills, with attention to detail and ability to manage a high and varied workload, organise priorities and meet deadlines, whilst maintaining confidentiality of sensitive information
- Ability to make mature judgements; discretion, professionalism and the capacity to work with highly confidential information
- Skills in the use of computer applications and technologies: Microsoft Office suite of programs
- Experience in using a client or supporter database is desirable

### **Personal qualities:**

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

**Qualifications/other:**

- Relevant qualification in administration, or a similar discipline, is desirable

**Mandatory Employment Criteria**

- Specific work requirements include attendance at a variety of different work locations, occasionally after hours
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process
- A Working with Children Check is required - BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established



