

Mission Australia

About us:	<p>Mission Australia is a national Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Executive & Administrative Assistant – General Counsel/Company Secretary
Division:	Legal
Reports to:	General Counsel/Company Secretary
Position Purpose:	<p>Providing Executive Assistant personal support to the General Counsel/ Company Secretary and associated administration and office coordination duties.</p> <p>Providing administrative support to the Governance Officer in relation to the company secretariat function</p> <p>Effectively coordinating and contributing to the administrative running of the legal and company secretariat function.</p> <p>Administrative support to the management of contract execution</p>

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Executive Support
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Provide Executive level administrative and secretarial support to the Executive including the following: <ul style="list-style-type: none"> Diary & Calendar Management Travel arrangement and management General Administration 	<ul style="list-style-type: none"> Effective, timely and confidential diary management as agreed with the Executive. Assigned tasks relating to daily operational issues are carried out efficiently and effectively and within the requested time frame. Projects are carried out on time and within the scope and budget created.

<ul style="list-style-type: none"> - Hosting of guests and meeting arrangements - Project support - Support with daily operational issues - Email and phone call support - Reporting and budget assistance <ul style="list-style-type: none"> • Liaise with members of senior management and other staff to coordinate meetings, events and other matters. • Assess, prioritise, register and monitor correspondence, taking action where necessary. • Undertake special projects as requested by the Executive 	<ul style="list-style-type: none"> • Management and staff are engaged in allocated tasks to support the Executive. • All correspondence is dealt with in an efficient manner with urgent requests and issues brought to the attention of the Executive. • Travel arrangements to adhere to the MA Travel Policy. • Team meetings are prioritized and organized accordingly. Agendas are created and minutes and actions recorded accurately. Room preparation includes preparing any necessary equipment.
Key Result Area 2	Company Secretariat Administrative Support
Key tasks	Position holder is successful when
<p>As directed by the Executive as Company Secretary or the Governance Officer Administrative Support in:</p> <ul style="list-style-type: none"> • Preparation and distribution of the annual schedule for Board and Committee meetings. • Arranging Board and Committee Meetings including logistics and catering where required working together with other Executive Assistants. • Preparation of the agenda, collation and distribution of AGM and Board papers including uploading Board papers into the Diligent Board Portal. • Preparation of induction packs and programs for new Board and committee member <p>Supporting EA to the CEO if required in liaising with the MA Board Chair and other Board members in managing travel and expense reimbursements as required from time to time.</p> <p>Supporting Governance Officer to:</p> <ul style="list-style-type: none"> • Maintain MA Members and Life Members register including the sending of annual invoice to MA Members • Organise AGM including assisting with compiling and sending documents for the AGM 	<ul style="list-style-type: none"> • Schedule of meetings and events (including AGM) is created, updated and distributed with appropriate notice. • Agendas and papers are distributed prior to meeting dates with appropriate notice and uploaded into the Diligent Board Portal. • The Executive is able to discharge their company secretarial responsibilities in a timely and effective fashion • The AGM is organized and managed within the allocated time frames; • Room preparation for meetings includes preparing any necessary equipment. • Board and Committee meetings are completed in accordance with the governance requirements of MA. •

<ul style="list-style-type: none"> • Maintain contact list for Executives, MA Board and Committee Members • 	
Key Result Area 3	Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Complete a range of administrative tasks to support the Executive to ensure efficient running of the legal and company secretariat function managed by the Executive. • Produce materials to support the office or program including correspondence, presentations, reports, meeting materials and files. • Complete a range of statistics/data entry and produce reports as required by Executive. • Respond to enquiries and requests from other staff and offices in Mission Australia as a whole, and the public. • Coordinate and participate in office based projects as required. • Support Contracts Officer in managing execution of Service Contracts 	<ul style="list-style-type: none"> • Office administration is efficiently completed and up to date. • Support materials are produced as needed and to set requirements. • Statistics and information are kept up to date and correct. • All enquiries are responded to in a friendly, efficient and timely manner. • Projects are effectively coordinated and effective contribution is made as required. • Contracts are executed in a timely manner and contracts register updated.
Key Result Area 4	Relationship Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Maintain collaborative relationships with Executives • Maintain collaborative relationships with staff reporting into the Executive, as well as Managers and MA staff. • Coordinate all conferences, senior management meetings and staff meetings as tasked by Executive. • Participate in all conferences, senior management meetings and staff meetings as required. • Liaise with internal and external stakeholders consistent with MA values. 	<ul style="list-style-type: none"> • Positive relationships are developed with all relevant personnel that results in the smooth operation of activities. • Successful coordination of all business related conferences and associated activities. • Excellent relationships with internal and external sources is established and maintained. • Reputation of the Executive is not impaired as a result of administrative actions.
Key Result Area 5	Whistleblower& Integrity Line and Gift Registry
Key tasks	Position holder is successful when
<p>Support the Executive and the Governance Officer to maintain and monitor the Integrity Line including as required to</p> <ul style="list-style-type: none"> • Monitor the Integrity and Gift Register 	<ul style="list-style-type: none"> • The Integrity & Gift Registers are up to date. • Integrity issues are reported to the Executive and Governance Officer and are responded to

email. <ul style="list-style-type: none"> • Answer calls from Integrity hotline • Assist in maintaining the registers for Integrity Hotline and Gift Registry • Report Integrity issues to the Executive. • Assist in creating a quarterly Integrity and Whistleblower report for BARC 	in a timely fashion <ul style="list-style-type: none"> • Reports as required are produced in timely fashion
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Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Excellent communication and customer service skills and the demonstrated ability to apply initiative and to problem solve.
- Excellent organisational and time management skills.
- Experience in coordinating a manager's diary, appointments and travel.
- Ability to work as a team member.
- Excellent knowledge and high proficiency with current office technology and equipment including computer packages such as the Microsoft Office Suite.
- Experience or Knowledge of online Board Portals such as Diligent
- Experience with financial systems and procedures, including petty cash and accounts payable.

Key challenges of the role

- Working within limited timeframes
- Juggling competing priorities for self and Executive
- Working within and influencing a broader administrative team to ensure the effective running of the legal and company secretariat function
- Ensure the Executive attends all meetings, and is fully briefed and prepared

Compliance checks required

Working with Children ☐

National Police Check ☒

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

Approval

Executive name

Sally Ascroft

Approval date

Nov 2018