

POSITION DESCRIPTION – TEAM MEMBER

| | | | |
|-----------------------|--|-------------------------|--------------------------------------|
| Position Title | Executive Assistant/ Project Officer | Department | International and Movement Relations |
| Location | North Melbourne | Direct/Indirect Reports | 0 |
| Reports to | Director, International and Movement Relations | Date Revised | September 2020 |
| Industrial Instrument | Social Home Care and Disability Services Award | | |
| Job Grade | Job Grade 4 | Job Evaluation No: | |

■ Position Summary

This position provides high-level professional support to the Director International and Movement Relations and International Program Leadership Group by undertaking administrative activities, travel, logistics and events coordination and managing projects. As the primary contact point internally and externally for the Directorate, the ability to collaborate across teams, manage communications and coordinate partnerships with a wide range of internal and external stakeholders is essential.

■ Position Responsibilities

Key Responsibilities

Professional Support to Director International and Movement Relations

- Provide a high-quality administrative support to the Director International and Movement Relations including document preparation as requested.
- Provide high-level management of the Director's diary including internal and external meetings.
- Manage incoming and outgoing communications (internal/external), and direct enquiries to appropriate personnel as requested, and prepare draft responses to incoming mail and telephone calls as relevant.
- Liaise and communicate on behalf of the Director International and Movement Relations with the International Programs Leadership Group and the National Coordinator Movement Engagement on day-to-day operational matters as required.
- Ensure Director of International and Movement Relations is updated on any issues within the Department which may impact on the successful functioning of the Department and provide recommendations and solutions.
- Anticipate, manage and prepare for events, activities, meetings etc. in order that the Director, International and Movement Relations is fully prepared.
- Organise meetings taking responsibility for invitations, catering, guest lists, running sheets and presentation preparation.
- Provide budget monitoring support in relation to coding invoices, financial acquittals, credit card statements, monthly finance reports and Fleet car forms as required.
- Prepare visitors' schedules for international visitors to Australian Red Cross.

Coordination and Support within Department

- Prepare and communicate departmental announcements, communication initiatives, policies and procedures to the team and stakeholders as appropriate.

- Provide high-level support to International Programs Leadership Group, managing agendas and papers in consultation with the Director of International and Movement Relations and International Program Managers.
- Assist direct reports to the Director International and Movement Relations with ad hoc administrative support and requests.
- Coordinate with external stakeholders including Department of Foreign Affairs and Trade, and components of the Red Cross Red Crescent Movement to organise meetings, events, and reporting.
- Coordinate with administration team in relation to systems improvement, information sharing and training opportunities.
- Ensure that filing and administration is up to date, relevant and accessible.
- Contribute to continuous improvement of organisational systems and processes through liaison across Australian Red Cross.
- Take an active part in meetings, workshops and strategic sessions as a participating member of the International and Movement Relations Department.
- Manage volunteers as required.

Project Management

- Facilitate input into Department wide reporting including: Department News and Views, CEO's report, and Compliance reporting.
- Undertake research, compile data, write reports and provide recommendations on potential opportunities and impacts for the International and Movement Relations Department.
- Review and analyze external documents from government and key stakeholders, including the preparation of a synopsis paper for Director of International and Movement Relations and other stakeholders such as Senior Management.

■ Position Selection Criteria

Technical Competencies

- Demonstrated skills in a Senior Executive Assistant or Project Management role including high level organisational skills, time management and systems development
- Demonstrated skills in record keeping and high level minute taking
- Demonstrated skills in report writing, analyzing papers and developing briefing papers
- Superior ability to build and maintain internal and external relationships at all levels, communicate effectively and manage conflict
- Self-directed with the ability to make necessary determinations and confidently offer feedback and suggestions
- Flexibility and ability to manage ambiguity through period of change
- Ability to support the, relevant committees, senior management and the Head of International Program as required.

Qualifications/Licenses

- Relevant qualifications and/or experience in Business/Project Management
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

Aligns goals and actions with Red Cross Fundamental Principles | Provides relevant support and information to allow others to make decisions and improve their own situation | Builds independence in vulnerable people through transfer of knowledge and skills

- **THINK | Investigate, Analyse and Make Decisions | Seeks information and analyses evidence and data to make decisions**

Gathers information from key sources to fully understand the situation | Probes for further information to clarify vague or confusing issues | Differentiates key elements from the irrelevant or trivial | Makes prompt and clear decisions based on comprehensive research | Makes decisions without having to refer to others

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**

Recognises key decision-makers within the organisation | Maintains awareness of how different parts of the organisation operate in relation to one another | Has an awareness of sector developments and trends | Ensures self and team compliance with relevant policies and procedures

- **ACHIEVE | Evaluate and Improve | Evaluates processes or programs to drive continuous improvement**

Proactively seeks to maximise opportunities to improve own and team performance | Identifies ways of working better with stakeholders | Ensures efficiency through improving systems, processes and structures | Seeks feedback and reviews results to determine opportunities for improvement | Ensures that high quality standards of work are met

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Provides team with clear direction | Models team qualities such as respect, helpfulness, cooperation and support | Provides an environment which supports members of the team | Provides appropriate support to team members | Balances personal goals with team goals

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters