JOB DESCRIPTION

Executive Officer

# ABOUT UNITING

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# ABOUT THE ROLE

## Role Purpose

This role is responsible for providing reliable and well-informed advice to the Director, Customer, Risk and Governance, proactively managing communications and implementing strategies to support the achievement of the Governance Risk and Quality strategic and operational objectives. An important aspect of this role will be coordinating and developing Board/Sub-Committee papers, supporting projects, developing briefings, correspondence and communications for the Director and the Uniting Leadership team, as well as building and maintaining relationships across Uniting.

# ROLE KEY ACCOUNTABILITIES

Image 29Customer, Risk and Governance



* Providing analysis of relevant research and operational information and assisting managers to evaluate and integrate the information they receive.
* Coordinating and maintaining team management systems and ensuring relevant information is input on a consistent and regular basis.
* Providing a collection of relevant data to assist with budgeting, the operation of the team and production of regular reports.
* Conducting specialised studies as required, providing insights into the operation of the team and the organisation.
* Actively promoting safe work practices in the workplace during all activities consistent with UnitingImage 30policies and comply with all WH&S legislation, policies and procedures.
* Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As the Executive Officer, your role specifically will:

* Facilitate task management, including identifying and communicating areas of responsibility that can be delegated to internal stakeholders, promoting organisational accountability and development opportunities.
* Coordinate and support the development of Board/Sub-Committee papers and action items from Uniting governance system.
* Develop systems and processes to manage the flow of information to and from the Director, Governance Risk and Quality ensuring timeliness, consistency and integrity in knowledge and data management.
* Conduct research and provide advice, information, prepare briefs, reports and correspondence for the Director, Customer, Risk and Governance in preparation for all engagements ensuring all necessary information is recorded and actioned accordingly.
* Keep up with developments within internal teams and external sectors, to ensure the Director can be provided with timely and relevant advice and information.
* Coordinate and contribute to Director-led engagements or projects in order to achieve strategic and operational objectives.
* Work collaboratively as part of the Governance Risk and Quality Leadership Team with other senior management and all staff across Uniting.

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Image 38**Your directorate:** Customer, Risk and Governance Director Customer, Risk and Governance

# YOUR KEY CAPABILITIES

## Individual leadership

* **Improving performance -** Works with others and offers suggestions to find ways of doing the job more effectively.
* **Owning the job -** Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
* **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
* **Timeliness of work -** Sets achievable timeframes and works to complete projects, tasks and duties on time.

## Business Acumen

* Image 46**Organisational Operation -** Displays awareness of objectives and understands how personal objectives relate to those objectives.
* **Organisational Objectives -** Has broad awareness of Image 47 how they apply to issues in the team.
* **Develops and Grows the Business Image 48**Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals**.**
* Image 49**Makes Sound Decisions** Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

# QUALIFICATIONS & EXPERIENCE

## Qualifications:

Image 57Bachelor qualification in a relevant field or equivalent experience. **Experience:**

This role will require 8 or more in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will be developing good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

* Demonstrated experience with management of external bodies such as working with Directors and Boards.
* Strong financial acumen as required when dealing with large budgets
* Demonstrated experience with leading small projects.
* Strong computer skills: MS Word, Power Point, Excel and Social Media.
* Well-developed capacity to work across all levels and boundaries in a large, complex organisation.
* Experience supporting leadership events and executive roadshows
* Strong organisational awareness and ability to operate across organisational boundaries.
* Enthusiastic motivational skills with a commitment to continuous improvement.
* Strong problem solving and analytical capabilities.
* Proactive approach with strong self-awareness that shows leadership capability through anticipating the needs of others and the organisation.
* Trouble shooting with the capacity to take charge of issues and see them through to resolution in a timely manner.
* Strong influencing, stakeholder management and relationship skills.

## Even better:

* Prior experience in office and events management.
* Broad experience in advisory roles within government, business or peak body organisations.
* Demonstrated experience in supporting Boards and/or executives such as required as company secretary.

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| **Employee Name:** | Click here to enter text. | **Manager s Name: Title** | Director, Customer, Risk and Governance |
| **Date:** | Click here to enter text. | **Date:** |  |

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