

JOB DESCRIPTION

Executive Support 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

The Executive Officer will be responsible for a variety of high-level executive, secretariat, and project support services to the Communities Director and other senior leaders. This includes preparation of Board and governance papers, implementing and monitoring project plans, coordination of reporting and management of filing systems and administrative processes to help the directorate meet its operational goals. An important aspect of this role will be building and maintaining relationships across Uniting.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Communities team through the following:

- Research and prepare advice, information, reports and briefs on diverse and complex issues, planning and operational matters to facilitate informed decision making by the Board and executive leadership.
- Provide secretariate support for governance committees including scheduling, timely provision of minutes and the tracking and reporting on actions.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiently and support the achievement of quality outcomes.
- Establish and maintain filing structures including SharePoint
- Manage multiple competing priorities and ensure timely action by Leadership and internal stakeholders.

- Collecting and collating relevant data to assist with finance, metrics, HR, and line management reporting
- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies 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.

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.

Your directorate: Communities
You'll report to: Head of Strategy and Business Development

YOUR KEY CAPABILITIES

- **Think and Solve Problems**
 - Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence.
 - Identify and share business process improvements to enhance effectiveness
 - Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives
- **Project Management**
 - Sets achievable timeframes and works to complete projects, tasks and duties on time.
 - Contribute to developing project documentation and resource estimates
 - Contribute to reviews of progress, outcomes and future improvements
 - Identify and escalate possible variances from project plans
- **Manage Self**
 - Actively seek, reflect and act on feedback on own performance
 - Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation
 - 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.
- **Communicate Effectively**
 - Present with credibility, engage diverse audiences, test levels of understanding and be able to translate technical and complex information clearly and concisely for diverse audiences.
 - Contribute and promote information sharing across the organisation
 - Manage complex communications that involve understanding and responding to divergent view points
- **Display resilience and courage**
 - Remains committed to completing the job in the face of obstacles and barriers.
 - Be flexible, show initiative and respond quickly when situations change
 - Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately

QUALIFICATIONS & EXPERIENCE

Qualifications:

Bachelor qualification in a relevant field or equivalent experience.

Experience:

Typically this role will require 5 or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organized, 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 and create efficiencies. 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, and / or providing secretariat support to governance committees
- Strong financial acumen as required when dealing with large budgets
- High level organizational, administrative and co-ordination skills including the ability to plan and prioritise work with minimal supervision and deal with confidential and sensitive issues in a timely manner.
- Strong computer skills including engaging and learning emerging IT applications and solutions
- Well-developed capacity to work across all levels and boundaries in a large, complex organisation.
- Experienced at analysing and solving problems within a large organisation.
- Proactive approach with strong self-awareness that shows leadership capability through anticipating the needs of others and the organisation.
- Strong influencing and relationship skills.

Even better:

- 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.
- Project management qualifications and experience

Employee Name:	Insert employee name	Manager's Name:	Lorelei Brealey
		Title	Head of Strategy and Business Development
Date:	Insert date	Date:	Insert date
Signature:		Signature:	