

Position description: Executive Assistant, Medical

Position data

Position number	E10137	Review date	
Work level	5	Directorate/business unit	Strategy and Policy Directorate
Reports to (role)	Executive Officer, Medical	Operating budget	Strategy and Policy - Board Services
Number of direct reports	Nil	Location	AHPRA National Office - Level 7, 111 Bourke Street, Melbourne
Positions reporting to this role	Nil	Status	Full time, Ongoing
Number of indirect reports	Nil	Close date	Please refer to job advertisement

Position purpose

The purpose of the role is to provide senior administrative and executive-level support to the Chair of the Medical Board of Australia, the Executive Officer and the Medical Board's policy team and to coordinate a range of stakeholder engagements activities for the Medical Board of Australia. The role is a pivotal point of contact for a diverse range of the Medical Board's stakeholders. The Executive Assistant is required to manage and coordinate the activities of the Chair and to provide effective support services including organisation of conferences, corporate events, meetings, catering and travel arrangements. The Executive Assistant also supports the accurate reporting of financial matters, oversees statutory appointments and contributes to the team that supports the Medical Board.

Key result areas

Accountabilities	Key activities
Executive support	<p>Operate with a high-level of autonomy and judgement to provide executive support to the Chair of the Board, Executive Officer and the policy team. This includes:</p> <ul style="list-style-type: none"> managing stakeholders' access to, and communication with the Chair of the Board and Executive Officer by internal and external stakeholders identifying and using judgement to escalate issues addressed (via incoming correspondence, telephone, CST) to the Chair of the Board and the Medical Board of Australia, taking into consideration political sensitivities, legal frameworks and stakeholder relationships. Where appropriate, allocate issues addressed to the Chair of the Board to be resolved and managed by relevant AHPRA staff proactively managing the diary of the Chair of the Board and the Executive Officer prioritising and scheduling complex meetings, including by working with stakeholders to prepare agendas and background papers providing quality support to the Board, committees and working groups, including by preparing agendas drafting a range of documents to a high standard and within prescribed time frames, on behalf of the Chair of the Board and the Executive Officer – this includes emailed communication on behalf of the Chair and Executive Officer, development or PowerPoint presentations for the Chair's multiple keynote presentations, drafting correspondence and writing Board papers managing a range of reporting requirements prescribed by the Board, to ensure that reports are received on time and provided to the Board in a timely manner maintaining constructive working relationships with a range of internal and external stakeholders to support scheduling and issues management for the Chair of the Board and the Executive Officer managing incoming speaker requests and facilitate Board members presenting at key stakeholder speaking engagements and conferences. <p>Managing a range of events for the Medical Board of Australia and AHPRA. This includes:</p> <ul style="list-style-type: none"> working with the Chair and Executive Officer to schedule meetings in advance sourcing quotations for venue hire and working with suppliers arranging and negotiating contracts with suppliers for sign off by the financial delegate

	<ul style="list-style-type: none"> • liaising with conference speakers and making arrangements for travel, accommodation etc • developing agendas and source background papers • developing invitation lists, invite delegates, making travel and accommodation arrangements <p>Develop and maintain a number of systems to support the work of the Medical Board and AHPRA including:</p> <ul style="list-style-type: none"> • maintain a record of appointments to the multiple committees of the Medical Board and work with State Managers and the Manager of Statutory Appointments to ensure recommendations for appointment are presented to the Board before terms expire • managing stakeholder lists • review, modify, design, implement and effectively maintain record keeping registers and systems for Strategy and Policy, Medical to support the work of the Medical Board of Australia • ensuring new systems and processes are developed in collaboration with colleagues (as appropriate) and subject matter experts, to identify the most appropriate solutions. (<i>TRIM, IqBoard library etc</i>) <p>Operate with confidentiality and discretion at all times.</p>
Mandatory accountabilities for all employees	
Our way of working	<p>Incorporate the AHPRA Way of Working into daily work practices</p> <p>Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures</p> <p>Adhere to and apply the information contained in any AHPRA mandatory or job-related training</p>
Workplace health and safety management	<p>Adhere to AHPRA's workplace health and safety policies and procedures</p> <p>Take reasonable care for own and others health and safety</p> <p>Identify and report any health and safety problem, hazard/risk or defect which may give rise to danger</p> <p>Report any health and safety incident immediately and implement measures to rectify cause</p> <p>Complete all mandatory or additional workplace health and safety training as required by AHPRA</p> <p>Follow any reasonable instruction by management in relation to workplace health and safety</p>
Customer service	<p>Deliver a professional, proactive, accurate, efficient, confidential and customer focused service to a wide range of internal and external stakeholders</p>

Self development	Participate in periodic performance appraisals Complete agreed activities in performance improvement plans or development plans
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Key requirements

Key stakeholders	Qualifications/experience	Personal attributes
Internal Office of the CEO Executive Director, Strategy and Policy State and Territory Managers National Director, Board Services National Board Services Board Services managers and staff nationally External The primary focus of the position is to be the conduit between external stakeholders and the Chair of the Board and the EO of the Board. Stakeholders include: Health Departments – state, territory and Commonwealth Australian Medical Association Australian Medical Council Medical Council of New South Wales Medical Council of New Zealand International Association of Medical Regulatory Authorities 16 specialist medical colleges and the Committee of Presidents of Medical Colleges and a range of	Required Year 12 or equivalent or a certificate in administration. At least 5 years' relevant work experience Advanced knowledge of Microsoft Word, Excel, Outlook and Adobe Acrobat. Working knowledge of TRIM Experience using web-based applications. Desirable Experience across a broad range of administrative functions with a customer service focus.	Proactive attitude and determination to ensure required outcomes are achieved, takes responsibility for own actions Strong customer service focus Confident in asking for clarification or assistance when required Details focussed, able to identify gaps in information Able to establish and maintain effective relationships to build mutual trust and respect Excellent time management skills to effectively prioritise competing tasks to meet deadlines Strong technical skills including a sound working knowledge of Microsoft Office and Adobe Acrobat to prepare, edit and manipulate text and data Able to write clearly and succinctly to communicate effectively Demonstrated ability to cope with change and setbacks and demonstrate resilience in a changing environment

<p>specialist craft groups</p> <p>Medical Deans</p> <p>Offices of Health Complaints Entities</p> <p>Post graduate medical councils</p> <p>Professional Indemnity insurers</p> <p>A range of individuals who are trying to gain access to the Chair of the Medical Board – this will include individual medical practitioners, lobby groups and members of the community, including distressed notifiers.</p>		
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