



Executive Assistant, Executive Director Strategy and Policy - National Office

Position number	E11339
Work type	Fixed term full-time
Location	AHPRA National Office - Level 7, 111 Bourke Street, Melbourne
Classification	AHPRA Level 5
Reporting to	Executive Director, Strategy and Policy
Reviewed	July 2018

The job

The Executive Assistant to the ED is primarily responsible for the provision of confidential executive assistance to the ED including first-line liaison on the behalf of the ED and organising, prioritising and managing tasks within the ED's office. The role works in close collaboration with the other national office Executive Assistant roles and the Directorate Leadership Team.

Key result areas

The Executive Assistant is required to:

Executive support

- Provide confidential executive assistance to the ED, and from time to time the members of the Leadership team.
- Demonstrate a thorough understanding of the Office and the ED's key roles and responsibilities
- Ensure diaries are efficiently managed, including scheduling appointments, arranging meetings, booking rooms and organising catering as required
- Screen and monitor all incoming correspondence to the ED's office (phone, email and mail), recognise and prioritise issues and take necessary follow up actions
- Organise travel arrangements, including bookings and preparation of itineraries
- Manage documents effectively and efficiently by organising files, keeping accurate records, version control
- Collaborate with and support other AHPRA Executive Assistants as required
- Assist with preparations and follow up for meetings including accurate minutes and notes

Stakeholder management

- Effectively manage relationships with key stakeholders internally and externally
- Respond promptly to stakeholder requests, collate and disseminate relevant information, resolve standard problems, escalate issues when required, and effectively prioritise the ED's time and capacity to respond to stakeholders

Project support

- To assist in the delivery of projects within the Office as required
- To assist major projects as required

Our way of working

- Incorporate the AHPRA Way of Working into daily work practices
- Comply with the AHPRA Code of Conduct and all other AHPRA policies and procedures
- Understand and apply the information contained in any AHPRA mandatory or job related training

Service

- Improve the customer experience for the public, health practitioners, employers and other stakeholders

Workplace health and safety management

- Adhere to AHPRA's workplace health and safety policies and procedures and following any reasonable instruction by management
- Take reasonable care for own and others health and safety
- Report any health and safety problem, hazard/risk or defect which may give rise to danger and immediately implement measures to rectify cause
- Complete workplace health and safety training as required by AHPRA

Selection criteria

The ideal applicant is someone who has the following:

Skills and experience

- Demonstrated experience managing an office supporting a senior executive in a complex environment (public sector or corporate)
- Demonstrated ability to exercise judgement and resolve issues independently
- Well-developed communication skills, including writing of agendas, minutes and correspondence
- Excellent interpersonal skills and ability to represent the Agency with senior stakeholders and deal appropriately with sensitive, confidential information
- Demonstrated ability to establish and maintain effective office systems and high-level organisational and coordination skills
- Demonstrated ability to meet tight deadlines and to work in a changing environment
- Ideally have exposure to working within a regulatory body or legal service
- High level knowledge about AHPRA's purpose and context is vital - an understanding of how governments regulate in the public interest, consultation processes and probity issues
- Some familiarity and understanding of the Australian health system and/or prior experience having worked for a regulator would be advantageous

Qualifications

- Certificate IV or Diploma of Business Administration and formal certification in Microsoft Office applications would be advantageous
- Advanced MS Office skills, and other applications including database software, email and internet