

REGIONAL EXECUTIVE ASSISTANT POSITION DESCRIPTION

ADMINISTRATION

WESTERN METROPOLITAN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	Regional Executive Assistant
Program	Western Metro administration
Hours	Part Time
Hours per week	30.8 hours (Monday – Thursday)
Duration	Ongoing
Location	Western Metro Region (based at Yarraville with some travel between offices and regions required)
Reporting Relationship	This position reports directly to the Regional Director.
Effective date	September 2021

Overview of program

Anglicare Victoria has a regional management structure in place for the delivery of the agency's operational, administration & financial services across the Western Metro Region of Victoria.

Anglicare's Western Metro Region provides a range of services to vulnerable children, young people, adults and their families, including Out of Home Care, Family Services, Drug and Alcohol Services, Homelessness programs, Financial Counselling, Family Preservation and Reunification, Child First and Caring Dads.

The Regional Executive Assistant will play an integral role in the management of the region by providing high level administrative support to the Western Metro Regional Director.

The Regional Executive Assistant will work under the direction of the Western Regional Director and will support the delivery of objectives of the Western Metro Senior Management Team.

Position Objectives

1.	Provide professional, high level administrative support to the Western Metro Regional Director
2.	Additional support where required to all Senior Managers in the Region.
3.	Support the Western Metro Regional Director in the co-ordination of meetings including scheduling, agenda preparation and minute taking.
4.	Actively participate in achieving the objectives of the Western Metro regional Senior Administration Team

Key responsibilities

The key responsibilities are as follows but are not limited to:


1.	Undertake and co-ordinate a wide range of executive support responsibilities for the Western Metro Regional Director which includes managing the preparation and distribution of executive reports/papers, monthly reports, meetings, diary and email management.
2.	Provide a co-ordinating link between the Western Regional Director, organisational staff and key external stakeholders including the DFFH.
3.	Preparation/drafting of reports, minute taking, professional letters, presentations etc. for the Regional Director.
4.	Input into the development and implementation of various regional projects and play an integral role in managing the reporting of progress against timelines and deliverables.
5.	Other duties including preparation of correspondence and reports, the collation of documentation and assorted resources for various meetings including some HR functions and providing a link between managers, staff and stakeholders.
6.	Manage sensitive and confidential information including the establishment and maintenance of confidential files
7.	Maintain regional databases that sit in the Regional Directors portfolio.

Key Selection Criteria

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 <p>Role Specific</p>	<ol style="list-style-type: none"> 1. Substantial experience and a relevant tertiary qualification in Administration and/or Business Management, or less formal qualifications with specialised skills and experience sufficient to perform at this level.
	<ol style="list-style-type: none"> 2. Demonstrated ability to work in a dynamic environment, responding flexibly to meet changing needs, competing demands, priorities and deadlines.
	<ol style="list-style-type: none"> 3. Highly organised, proactive and self-managing with highly developed prioritisation, multi-tasking, project and time management skills.
	<ol style="list-style-type: none"> 4. Excellent written and oral communication skills and highly developed interpersonal communication skills with the ability to interact with a wide range of individuals from diverse backgrounds including all levels of management, staff and external stakeholders in order to build and maintain relationships.
	<ol style="list-style-type: none"> 5. Advanced computer literacy skills (including but not limited to the Microsoft Office Suite including Microsoft Teams) and the ability to adapt to a wide range of special purpose software.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
