

Position Description

Title	Executive Assistant
Business unit	People & Culture
Location	Level 4, 130 Lonsdale Street, Melbourne VIC 3000/Work from home options
Employment type	Full Time Maximum Term until 30 June 2025 (parental leave cover)
Reports to	General Manager, People, Quality & Strategy

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

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

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This role will be responsible for the provision of high-level support across one (1) executive leader, the General Manager of People, Quality & Strategy. The Executive Assistant provides effective and efficient administrative support to the General Manager as well as the Senior Managers of People and Culture which include:

- Senior Manager Talent
- Senior Manager Support Services
- Senior Manager P&C Partnerships
- Senior Manager Workforce Experience
- Senior Manager Workplace relations

2. Scope

Budget: *nil*

People: *nil*

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3. Relationships

Internal

- Senior Manager Team (SMG)
- Senior Leadership Team
- General Manager (GM) Direct Reports
- People and Culture division
- Executive Assistants and other administrative support staff

External

- External stakeholders and suppliers as required, including government departments and the Uniting Church
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4. Key responsibility areas

Service delivery

- Diary and inbox management
- Logistical support, planning, and prioritising for the General Manger and P&C Senior Managers including travel arrangements, preparation / coordination of briefings and expense management
- Purchasing, invoicing and credit card reconciliation
- Managing and assisting stakeholders on behalf of the P&C Team
- Answering phones and routing calls to the correct person or taking messages
- Using various software, including word processing, spreadsheets, databases, and presentation
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Be a member of the Support Staff network coordinated by the Executive Assistant, CEO and Board
- Undertake projects as discussed
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide out of hours support when required
- Other tasks as required or directed

Administration

- Prepare and distribute meeting agendas and materials, attend meetings as required and attend to meeting outcomes including the taking, preparation and distribution of minutes, action items and other follow up
- Preparing, modify, formatting and editing documents including correspondence, reports, memos and emails
- Filing and retrieving corporate records, documents, and reports.
- Develop and maintain systems and processes for the division including the filing system and action tracker

People and teams

- Provide support, guidance, and empowerment to the team
- Promote and maintain a positive, respectful and enthusiastic work environment
- Promote authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant

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- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- **Achieves results:** effective discharge of key responsibilities, quality and timeliness of outputs and deliverables, attention to detail and accuracy, strict maintenance of confidentiality.
- **Values alignment:** Exemplifies and promotes Uniting's values, actively contributes to the enhancement of the values (both individually and within immediate team).
- **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
- **Professionalism:** Executes day to day activities in a positive, friendly and enthusiastic manner.

6. Person specification

Qualifications & Experience

- Relevant tertiary qualification in a business administration related discipline and or extensive experience in a senior administration role
- Demonstrated experience working as an Executive Assistant at a senior level
- Strong experience liaising with senior internal and external stakeholders
- Experience implementing administration improvement initiatives with minimal supervision
- Extensive administration experience

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Excellent verbal and written communication and interpersonal skills
- Demonstrated initiative and problem solving

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- Strong time-management skills and the ability to organize and coordinate multiple projects at once
 - Ability to keep company confidences
 - Well-developed initiative, attention to detail and organisational skills
 - Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: