



## POSITION DESCRIPTION

### **Mallee Sexual Assault Unit – Mallee Domestic Violence Service**

#### **Position: Executive Assistant to the Chief Executive Officer**

**Our Values:** Respect, Integrity, Collaboration, Care, Accountability, Innovation

**Our vision:** Safety for all

Mallee sexual assault and domestic violence services are an essential part of the primary health care system funded by government. These services are provided free and are available to all victim survivors.

The Mallee Sexual Assault Unit - Mallee Domestic Violence Services provides services to Victim survivors and significant others of sexual assault and domestic and or family violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information, and referral services. The service is non-discriminatory, providing equity of access to all victim survivors and significant others of sexual assault and domestic and or family violence.

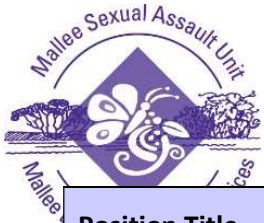
In the Northern Mallee region, centre-based sexual assault and family violence services are provided in Mildura (24-hour response). Services are also provided flexibly and on-demand in Robinvale, Ouyen, Mallee Track, Dareton, and Wentworth.

In the Southern Mallee, centre-based sexual assault and family violence services are provided in Swan Hill (24-hour response). Services are also provided flexibly and on-demand in Kerang, Cohuna, Sea Lake, Wycheproof, Balranald, and other towns throughout the Buloke and Gannawarra Shire.

Our agency has been delivering these services in the community for over thirty years.

The services we provide include:

- Core and Cluster refuge service with several single unit properties in the community
- family violence case management services to victim survivors
- sexual assault case management services to victim survivors
- therapeutic services for victim survivors of both family violence and sexual assault
- 24-hour family violence and sexual assault crisis service
- partner of the Mallee Orange Door
- outreach offices in Swan Hill
- Swan Hill Orange Door access point
- RAMP Coordination for the region
- FSP Coordination for the region
- Personal Safety Initiative Coordination for the region
- Child Protection partnership programs



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<b>Position Title</b>	<b>Executive Assistant to the Chief Executive Officer</b>
<b>Position number</b>	
<b>Program</b>	Executive Services
<b>Classification and Award</b>	Social, Community, Home Care and Disability Services Award 2010 – Level 5
<b>Salary range</b>	\$85,000 - \$95000
<b>Location</b>	Mildura
<b>Employment status</b>	Full-time
<b>Hours per week</b>	38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks
<b>Reporting relationship</b>	<i>The Chief Executive Officer</i>
<b>Other Key Relationships</b>	Executive Leadership Team, Board Members, All Staff
<b>Position Objectives</b>	<p>Reporting to the Chief Executive Officer (CEO), the Executive Assistant (EA) provides a pivotal role in supporting the CEO and the Board to achieve their governance responsibilities. The position is responsible for:</p> <ul style="list-style-type: none"> <li>• Facilitating effective functioning of the office of the CEO and ensuring efficient business systems, communication, and administrative functions.</li> <li>• Preparing, distributing, and filing minutes and papers of meetings of the Board and Board Committees</li> <li>• Preparing, distributing, and filing minutes and papers of the Annual General Meeting of the company.</li> <li>• Preparing, distributing, and filing minutes and papers of meetings of the Executive Leadership Team and other committees or meetings chaired by the CEO</li> <li>• Leadership Team and other committees or meetings chaired by the CEO</li> <li>• Providing relief cover to the EA to the Executive Director Integrated Care during periods of leave, including preparing minutes and papers for meetings of the Board and Board committees.</li> </ul> <p>The position is expected to:</p> <ul style="list-style-type: none"> <li>• Be a role model for values-based communication and engagement</li> <li>• Maintain a focus on the organisation’s strategic priorities</li> <li>• Know and value our people and our work</li> <li>• Contribute to a health promoting work environment.</li> </ul>



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<p><b>Key responsibilities:</b></p> <p><b>Communication:</b></p>	<ul style="list-style-type: none"> <li>• Provide a positive first point of contact for internal &amp; external stakeholders in a courteous &amp; professional manner with strict adherence to the organisation’s confidentiality policy.</li> <li>• Reflect MSAU-MDVS vision &amp; values in all communication with staff &amp; the community.</li> <li>• Demonstrate culturally competent interactions with Aboriginal people. MSAU-MDVS requires all staff to provide a holistic approach to the health needs &amp; rights of Aboriginal people.</li> <li>• Develop and foster timely and pro-active communication with the CEO; anticipating and liaising with relevant areas of the organisation as required to ensure that the CEO is well briefed and prepared for meetings and events.</li> <li>• Develop and maintain collaborative relationships with the EA to the Executive Director Integrated Care and the Administrative Assistant to the Executive Team to ensure effective administrative support to the Board, the CEO and Executive Leadership Team is maintained.</li> </ul>
<p><b>Efficient and effective operation of the office of the CEO</b></p>	<p>Co-ordinate efficient &amp; effective operation of the Office of the CEO including:</p> <ul style="list-style-type: none"> <li>• Provide efficient &amp; effective diary calendar management, call screening, &amp; email management including prioritising, delegating &amp; drafting responses on behalf of the CEO.</li> <li>• Work closely with the CEO to prioritise commitments, coordinate timely responses to requests, &amp; following through on issues to successful resolution</li> <li>• Analyse incoming &amp; outgoing communications for the CEO using appropriate tracking systems &amp; deadlines to ensure matters are actioned in order of importance, priority &amp; urgency.</li> <li>• Coordinate travel &amp; accommodation bookings for the CEO &amp; Executive staff</li> <li>• Maintain the supervision, appraisal &amp; leadership rounding calendar for the CEO’s direct reports.</li> <li>• Maintain up-to-date service directories &amp; distribution lists for communication with staff groups, committees, consumer networks, government departments, &amp; agency networks.</li> <li>• Coordinate preparation of material for submissions and tenders, annual reports, media statements &amp; newsletters generated through the Office of the CEO</li> <li>• Ensure prompt response &amp; processing of all correspondence, timely authorisations of contractual agreements, submission of financial and activity reports, purchase orders &amp; other business transactions generated or authorised through the Office of the CEO.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Maintain effective electronic &amp; paper-based systems for recording, filing, storage &amp; retrieval of correspondence, corporate records, documents &amp; reports.</li> <li>• Assist the CEO with any IT systems upgrades or trouble shooting; vehicle maintenance; ordering and supply of office equipment or stationery as required to provide an effective working environment for the CEO.</li> </ul>
<p><b>Meeting Coordination and Administration</b></p>	<ul style="list-style-type: none"> <li>• This will include liaising with senior internal &amp; external meeting attendees, arranging venues, audio-visual equipment, catering, preparing &amp; distributing minutes, agenda's, meeting papers/digital displays for Board, Board sub-committees, executive governance &amp; staff meetings, &amp; following up on actions from these meetings.</li> </ul>
<p><b>Board and Executive Leadership Team Meetings</b></p>	<ul style="list-style-type: none"> <li>• Coordinate meeting schedules for and maintain meeting records of Board and Executive Leadership Team.</li> <li>• Provide administrative support to the CEO in organising meetings and preparing and distributing papers for meetings of the Board and Board Committees, including the Audit and Compliance Committee, the Strategy and Planning Committee; the Facilities Master Plan Project Control Group, and any other workgroups the Board may establish from time to time.</li> <li>• Provide administrative support to the CEO in organising meetings and preparing and distributing papers for meetings of the Executive Leadership Team, Senior Staff Meeting and All Staff Forums.</li> <li>• Be familiar with requirements of the MSAU-MDVS Constitution and assist the CEO in fulfilling company reporting obligations.</li> <li>• Provide administrative support to the CEO in organising the Annual General Meeting of the company; including preparation and distribution of meeting papers and annual reports; and taking and filing all records of the meeting.</li> <li>• Maintain the register of Board Directors; co-ordinate Director annual AICD membership renewals; maintain the Board training register; the Declaration of Conflict-of-Interest Register and the Director Orientation Kit.</li> <li>• Keep the Board Governance Policy Manual, documenting any changes to policies that may be made by the Board as part of the monthly policy review cycle.</li> </ul>
<p><b>High Performing Teams</b></p>	<ul style="list-style-type: none"> <li>• Participate in continuing professional development programs to maintain &amp; enhance skills, including mandatory training by the due date.</li> <li>• Improve performance by seeking feedback, setting goals, and participating in the annual performance review and development process.</li> <li>• 100% compliance with mandatory and refresher training requirements as outlined in the Gateway Health Learning and Development Procedure</li> <li>• Contribute to productive and positive team meetings.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Positively contribute to the culture and spirit of the Executive Leadership Team, work environment and to MSAU-MDVS.</li> <li>• Ensure your behaviour is congruent with organisational values, behaviours, and goals.</li> <li>• Positively embrace and adopt change as it occurs.</li> <li>• Continually develop both personally and professionally to meet the changing needs of your position, career, and organisation.</li> </ul>
<p><b>Quality and Safety</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the creation of safe work environments for self and others through adherence to MSAU-MDVS occupational health and safety procedures.</li> <li>• Minimise the risk of infection to consumers, staff, contractors, volunteers, and members of the public.</li> <li>• Comply with requirements of Quality Improvement Program (QIP) and all other relevant standards and regulations, including Child Safe Standards</li> </ul>
<p><b>Organisational Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• As outlined in the MSAU-MDVS Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set.</li> <li>• Always maintain privacy and confidentiality</li> <li>• Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures, and guidelines.</li> <li>• Contribute to organisational quality activities to ensure continual review and improvement.</li> <li>• Contribute to creation of a safe and welcoming workplace at all times.</li> <li>• Protect the rights, safety and wellbeing of children and provide a child safe environment.</li> <li>• Promote MSAU-MDVS as a quality service provider.</li> <li>• Demonstrate sensitivity, empathy and respect for the customs, culture, values, and spiritual beliefs of others at all times.</li> </ul>
<p><b>Key Selection Criteria</b>  <i>Applicants MUST address the Selection Criteria below when completing an employment application</i></p>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to professionally handle sensitive &amp; confidential information, &amp; use appropriate judgment, diplomacy &amp; discretion.</li> <li>• Excellent interpersonal skills including verbal &amp; written communication skills to build &amp; maintain strong, effective working relationships.</li> <li>• Experience in taking accurate meeting minutes using analysis &amp; judgement.</li> <li>• Exceptional IT skills in the Microsoft suite of products, databases, reporting, electronic document management, administering corporate records &amp; digital communications.</li> <li>• Strong organisational skills, with the ability to prioritise demands, escalate where required, anticipate needs &amp; forward plan.</li> <li>• Commitment to continuous improvement, collaboration &amp; a positive approach to change</li> </ul>



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	<p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Experience in the not-for-profit sector and understanding of governance obligations required for a company limited by guarantee would be an advantage but not essential.</li> <li>• Familiarity with Ovens Murray Health region would be an advantage.</li> </ul> <p><b><u>Mandatory Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Current Australian Drivers Licence or accepted International Drivers licence.</li> <li>• Confirmation of your right to work in Australia, Satisfactory National/International Police, Victorian and NSW Working with Children Checks must be provided prior to commencement.</li> </ul>
<p><b>Specialist expertise/experience</b></p>	<p>A relevant qualification (e.g., Diploma, Degree), OR equivalent relevant work experience in providing high level administrative support at executive level within a medium to large complex organisation.</p>
<p><b>Pre-employment checks</b></p>	<p>All appointments require:</p> <ul style="list-style-type: none"> <li>• reference checks</li> <li>• national Police records checks (Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search)</li> <li>• employment history check (including misconduct or disciplinary action disclosure)</li> <li>• Working with Children Check both for Victoria and New South Wales</li> <li>• Current Driver's Licence</li> </ul>
<p><b>Cultural safety in the workplace</b></p>	<p>MSAU-MDVS 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 MSAU-MDVS can provide for and engage with Aboriginal people and communities more effectively.</p>
<p><b>Conditions of Employment</b></p>	<ul style="list-style-type: none"> <li>• Salary and conditions are in accordance with the SCHADS AWARD 2010.</li> <li>• Salary packaging and Remote Housing incentive is offered with this position.</li> <li>• 38 hours per week with an option to work 40 hours per week with a RDO once every 4 weeks.</li> <li>• All offers of employment are subject to a satisfactory Police record check, Working with Childrens Check NSW &amp; Vic, and current driver's licence.</li> <li>• All offers of employment are subject to a six-month probationary period.</li> <li>• All staff members will be asked to participate in an annual performance review.</li> <li>• Pre-existing Injury disclosure prior to employment will be required for all existing medical, health and physical injuries/conditions.</li> </ul>



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### Acceptance of Position Description requirements

To be signed upon appointment

#### Employee

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_