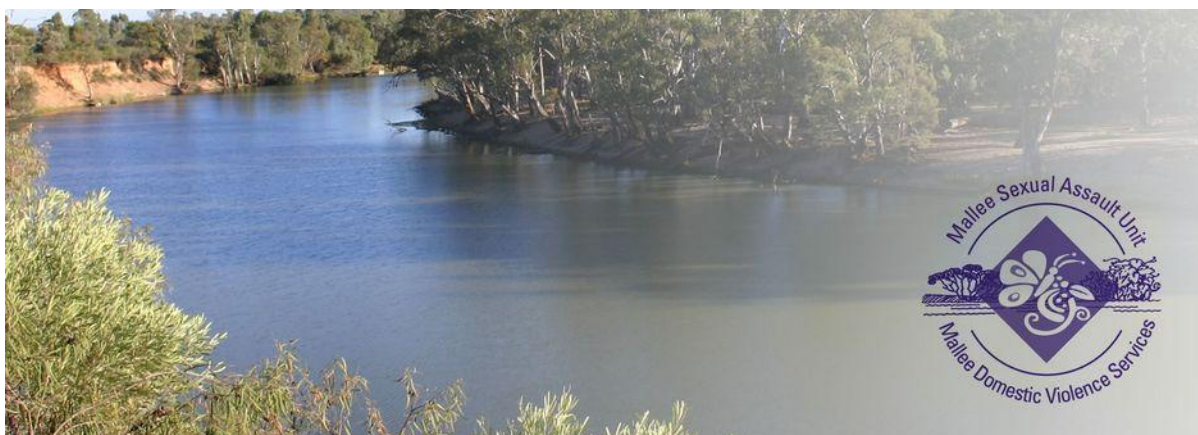




Executive Support Officer

The Opportunity

We have an exciting new opportunity for an Executive Support Officer in our dedicated Not-For-Profit organisation on a permanent part-time basis.

This role will sit within The Office of the CEO and will provide sophisticated, executive-level support to the CEO, Executive Management team and the Board of Directors.

About the Role

The Executive Support Officer plays a critical role in supporting the CEO, Executive Managers and the Board to achieve their leadership and governance responsibilities and the organisations strategic objectives. The position provides a pivotal point of coordination and communication in a dynamic executive environment, ensuring high level administrative support and document management.

What we offer

- Competitive Salary starting at \$92,279 pa (Pro rata) + Super
- Part-time opportunity working 4½ or 5 hours per day
- Generous Salary Packaging to maximise your take home pay
- 12 weeks paid Maternity / Primary Carer's Leave
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer

Key responsibilities for this role include:

Communication and Engagement

- Provide a positive first point of contact for internal & external stakeholders in a courteous & professional manner with strict adherence to the organisation's confidentiality policy
- Reflect MSAU-MDVS vision & values in all communication with staff, Executive Managers, Board Directors, external stakeholders and the community

- Coordinate timely and pro-active communication between Executive Managers and the Office of the CEO to ensure all members of the Executive Leadership Team are well briefed and prepared for meetings and events.
- Liaise with the Office of the CEO and the Public Relations and Communications Coordinator to ensure coordinated approaches to:
 - Maintaining up-to-date service directories & distribution lists for communication with staff groups, committees, consumer networks, government departments, & agency networks,
 - Preparation of material for submissions and tenders, annual reports, media statements & newsletters generated by Executive Managers.
 - Ensure timely and appropriate input from Executive Managers to publications, media coverage and public events.

Meeting Coordination

- Coordinate virtual or face to face meetings, forums, workshops or events convened by Executive Managers. This will include:
- Organising meeting invitations and distribution of meeting agendas and papers.
- Preparing meeting rooms, arranging catering and providing real-time technology support during meetings
- Attend meetings to take minutes for review and distribution.
- Preparing, distributing and electronically filing minutes and papers of meetings, forums and workshops chaired by Executive Managers, and tracking follow-up actions from those meetings.

Project Support

Provide administrative support to projects initiated and managed by Executive Managers including:

- Preparation of minutes and papers for Project Control Groups or Project teams
- Effective scheduling, communication, report generation and record management
- Monitoring project workplans and timelines, anticipating and preparing for key project milestones.
- Ensure prompt response & processing of all project related correspondence, timely authorisations of contractual agreements, submission of financial and activity reports, and processing of invoices and other business transactions generated or authorised in accordance with the Instrument of Delegation.
- Maintain effective electronic & paper-based systems for recording, filing, storage & retrieval of meeting papers, project plans and correspondence, documents & reports.

Maintain the Operational Policy Register

Work closely with the Office of the CEO and Executive Managers to:

- Ensure consistent implementation of the organisations Operational Policy Framework across the policy lifecycle
- Implement a revised structure for the organisations on-line policy register
- Monitor effective document control processes to ensure that new policies are uploaded to the register once approved, and policies are archived as they are revised or rescinded.
- Liaise with the Learning and Development Co-ordinator to organise timely distribution and education about new or revised policies.

Record Management

- Maintain effective electronic & paper-based systems for recording, filing, storage & retrieval of meeting papers, project plans and correspondence, documents & reports
- Manage records lifecycle activities in line with procedures and standards.
- Contribute to policy and procedure development aligned with best practice.
- Partner with stakeholders across the organisation to uplift information management practices and capability
- Ensure compliance with corporate policies, governance standards and statutory requirements

Smooth functioning of the Office of the CEO

- Provide relief cover to the Executive Assistant to the CEO during periods of leave, including preparing minutes and papers for meetings of the Board and Board committees.
- Assist Executive Managers with processing of travel, accommodation and conference bookings and processing of invoices and payments.
- Assist the EA to the CEO with the annual records archiving process
- Assist the Public Relations and Communications Coordinator with preparation of Executive Manager reports and material for the annual report and maintenance of a centralised photo library.

About you

You have professional experience and relevant qualifications in business administration or a related discipline, or minimum of three years relevant work experience in providing executive level administrative support within a medium to large complex organisation.

You will have:

- Demonstrated ability to handle sensitive & confidential information, with professionalism, discretion and sound appropriate judgment.
- Excellent interpersonal skills that demonstrate an ability to build & maintain strong, effective professional working relationships.
- Excellent written and verbal communication skills with a high level of attention to detail.
- Demonstrated ability to accurately record meeting minutes at Board and Executive level using analysis & judgement.
- Advanced proficiency in the use of the Microsoft suite of products, a range of databases, electronic document management systems and corporate records systems.
- Strong organisational and problem-solving skills, with the ability to prioritise and manage competing demands, escalate where required, anticipate needs & forward plan.
- Strong understanding of records management principles, governance, and relevant legislation.
- Commitment to continuous improvement, collaboration & a positive approach to change.

About us

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

How to Apply

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please contact **Leigh Rhode – Chief Executive Officer** at MSAU-MDVS via email **careers@msau-mdvs.org.au**.

All applications must include a Cover Letter and address the Key Selection Criteria. To obtain a detailed Position Description, please visit our website **<https://msau-mdvs.org.au/employment>**.

Applications close at 12.00 midday Wednesday the 29th July 2026.