



Position Description

Position Title:	Executive Assistant
Location:	Melbourne
Tenure:	Permanent
Classification:	SCHCADS Modern Award Level 8 (depending on qualifications and experience).

Background

The Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

Position Summary

Providing executive support to the CEO to ensure they are operating effectively. People skills are vital to this role as well as the ability to write well and be comfortable working under pressure with little direction. You will be proactive and resourceful, with good judgement and excellent decision-making skills. This is a busy and challenging environment where you will act as the point of contact between the CEO, Directors, employees and external partners while managing the information flow in a timely and accurate manner.

Key Relationships

Reports to:	CEO
Key Internal liaison:	Manager P&C, SO Directors (Strategy, Finance, PIC) Shared Office Staff, Office Manager
Key External liaison:	Partners, Government Offices, Board Members
Direct Reports:	Administration team, IT

Key Responsibilities

1. Executive assistant

Work directly with the CEO to support all aspects of their daily work routine including support of personal arrangements that will benefit the CEO's work commitments including:

1. Provide sophisticated calendar management.

- Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements
- Exercise discretion in committing time and evaluating needs.

2. Board and Subcommittee Support

Act as a liaison and provide executive support to Board members in particular the Chair.

- a. Arrange and handle all logistics for Board meetings, sub committee meetings and events:
 - Scheduling and communications
 - Managing CG Board intranet (via SharePoint) and communications
 - Managing the preparation, finalisation, distribution and filing of Board Papers, and
 - Coordinate travel and accommodation for board members in relation to CG activities
 - Supporting the board secretary
- b. Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and preparing reports
- c. Serve as the primary point of contact for internal and external people on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action liaising where necessary with the CEO, providing referral, or response, exercising judgement to reflect CEO's style and organization policy.
- d. Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the organisation and environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc. and coordinate or prepare briefing papers as needed
- e. Coordinate all Directors/Snr Managers (executive team), meetings and retreats and organisational staff meetings and events as needed.
- f. Provide the key 'connecting' role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain positive communication, trust, and support with the Executive Team. Support project management by assigning work to appropriate staff,

including the Directors/Snr Managers (executive team), on behalf of the CEO. Provide coordination, monitoring, and communication of projects managed by the CEO. Work with the Executive Team to coordinate the CEO's key activities/engagements/tasks.

- g. Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.

3. Organisational Administration

Manage all aspects of organisation's administration services overseeing the administration team across the organisation. This includes the undertaking of tasks, delegations, coordination and oversight to achieve the following:

- a) Coordinating smooth administration services through supervision of staff, regular administration meetings and development and monitoring of organisational wide administrative policies and practices
- b) Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organisation grows.
- c) Assist in the selection of suppliers and purchase equipment, services, and supplies necessary for operation of organisation.
- d) Ensure the administrative services across the organisation undertake efficient and quality practices across the range of administration duties including: internal and external communications including answer phone lines, incoming organisational emails and responding in a timely manner to inquiries; replenishing office materials and supplies; collecting and distributing mail; maintaining a welcoming environment that promotes safety, inclusion and respect.
- e) Provide event management support as requested, provide hospitality to all people (internal and external) to invest in building long-lasting relationships both externally and internally.
- f) Supporting and overseeing regional administrative staff to undertake functions that support staffing, financial and local priorities and programs e.g. food vouchers and micro financing and managing reconciliation.
- g) Oversight and manage the IT information systems operations through supervision of the IT function/personnel and including IT consultants to ensure efficient and effective hardware, software, desktop support, internal telecommunications, and strategic systems development and planning. Provide leadership to all levels of the organization, to meet their current and future information needs.. Prepare budget recommendations.
- h) Overseeing staff movements and travel across the organisation

- i) Other projects/duties as assigned for the overall benefit of the organization.

1. Contribute to Children's Ground

- a) Be a positive, innovative and active member of the Children's Ground team;
- b) Contribute to strategic planning, organisational development, management work plans & policy formation;
- c) Support a strong, connected, respectful and supportive organisation;
- d) Participate in professional development programs offered by Children's Ground, and
- e) Undertake other tasks as requested to support the activities of Children's Ground.

Key Selection Criteria

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING:

Essential

1. Exceptional organizational skills and impeccable attention to detail.
2. Strong ability to execute work with a diversity, equity, and inclusion lens.
3. Excellent verbal and written communication skills.
4. Understanding and commitment to human rights and First Nations rights
5. Significant executive support experience, including supporting executives. Nonprofit experience is highly-preferred.
6. Expert proficiency with Microsoft Office
7. Strong proficiency in desktop publishing software; Ability to design and edit graphic presentations and materials.
8. Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
9. High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, donors, and partners.
10. Make appropriate, informed decisions regarding priorities and available time.
11. Ability to complete a high volume of tasks and projects with little or no guidance.
12. Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
13. Able to maintain a high level of integrity and discretion in handling confidential information.
14. Excellent judgment is essential.
15. Ability to switch gears at a moment's notice

Desirable

1. Drivers Licence
2. Experience in mentoring and coaching

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence