

Position Description



Position Title:	Executive Assistant to CEO
Location:	Malvern
Department	Corporate
Reporting To:	CEO
Main Purpose of Position:	<p>The Executive Assistant to CEO is responsible for providing high level proactive and timely administrative support services to the CEO.</p> <p>In addition, this role will provide support to other Executive Managers.</p>
Number of Direct Reports	0
Decision Making Authority	As per Very Special Kids' Delegation of Authority
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • CEO, Board of Directors and Foundation Committee • Management Committee • Family Advisory Committee • Clinical Risk & Governance Committee • Administration Staff – Office Manager, Hospice Administrator, Supporter Care & Administration Officer • Administration Volunteers <p>External:</p> <ul style="list-style-type: none"> • CEO and Executive business networks • National, state and local government and peak bodies • Donors and supporters (individuals, organisations, groups) • Suppliers and contractors • Consultants • Volunteers
Key Selection Criteria	<p>Qualifications/ Education Training and Work Experience</p> <ul style="list-style-type: none"> • Minimum 5 + years experience in supporting CEOs, Boards and/or C-Suite executives • Extensive diary management experience • Demonstrated experience in drafting correspondence, preparing meeting agendas, taking minutes and distributing committee papers for Senior Managers • Management reporting experience including statistical report preparation • Not for profit industry experience or experience in a SME would be an advantage

	<ul style="list-style-type: none"> Formal qualifications in business administration or equivalent would be highly regarded <p>Knowledge and Skills</p> <ul style="list-style-type: none"> Advanced IT skills in Microsoft Office 365 suite, MS Teams, Zoom and trouble shooting AV and presentation equipment High level organisation, task focused and time management skills, coupled with proven ability to work effectively and autonomously across a broad range of portfolios of work Excellent interpersonal, written and verbal communication skills, along with demonstrated ability to cultivate productive working relationships Demonstrated ability to work with confidential and sensitive information Demonstrated ability to be proactive and proactively manage CEO activities <p>Personal Attributes</p> <ul style="list-style-type: none"> Commitment to high standards, confidentiality and discretion High initiative, capability to judge when to make own decisions or seek CEO direction High attention to detail Ability to multi task and reprioritise workload as required Team player – responsive, flexible and approachable Values aligned with Very Special Kids values and genuine empathetic regard for people A genuine interest in process improvement, looks for opportunities to improve operations.
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Key Areas of Responsibility

Executive Support to CEO

Key Performance Indicators

Proactive CEO Diary management; scheduling all meetings, pre-empting conflicts, ensuring adequate preparation time, papers and background information for meetings are received prior to the meeting in addition to travel time.	Schedule managed to agreed protocols.
Email inbox and correspondence management; monitoring of the CEO's inbox, responding where delegated to respond, noting due dates and proactively taking timely action or flagging as required.	CEO emails managed as per agreed delegation.
Preparation and collation of a broad range of documents e.g. correspondence, presentations, reports, contracts.	Documentation proofread, edited and finalised for and behalf of the CEO.
Committee Meeting support; including drafting correspondence, preparing agendas and taking minutes for various committees: <ul style="list-style-type: none"> Executive Management Meetings Family Advisory Committee Clinical Risk & Governance Committee Hospice Rebuild Committee 	Annual meeting calendar organised and diary Call for Agenda Items, Agendas & attachments, minutes emailed to committee members within agreed timeframes and accurately capture requirements.
Organises and supports the activities of the Board and working groups.	Board papers prepared and distributed as per set schedule
Provides general administrative support to the Executive Managers as required on an ad hoc basis.	Diary Management, Meeting admin services and event support provided as required.

Monitors and reports credit card, phone, cash expenses, expenditure and CEO salary packaging of meals & entertainment.	Monthly reconciliation of CEO credit card, out of pocket expenses and phone. Quarterly reconciliation of CEO salary packaging receipts.
Strategic Partners relationship management for delegated events e.g. Rednose, RFDS, CBA	Room bookings, catering and facilities arranged as required.
Organise Events e.g AGM, Staff Christmas Party, Very Special Employee Awards, meetings and functions as required including, set up, catering, hosting, name tags.	Events organised as required.

Project Support

Key Performance Indicators

Administrative support for Executive Management projects on an adhoc basis.	Project support as required
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Quality, Safety and Improvement

<p>VSK Employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Acting in accordance and complying with all relevant Safety and Quality policies and procedures • Identifying risks, reporting and being actively involved in risk mitigation strategies • Participating in and actively contributing to quality improvement programs • Complying with the requirements of the National Safety & Quality Health Service Standards • Complying with all relevant clinical and/or competency standards • Complying with the principles of Patient and Family Centred Care that relate to this position 	
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Conditions of Service	
Hours	0.6 EFT – 22.5 hours per week spread over ideally 5 days per week (minimum 4 days)
Other	Current driver's licence required
Salary Package	Competitive salary, plus superannuation and salary packaging.
Tenure	Permanent ongoing position following successful completion of six month probationary period.
General	Employment with Very Special Kids will be subject to a satisfactory Police Check and a Working with Children Check.

Privacy Statement: Personal Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the Privacy Officer.

Approvals	
Created by:	Katrina Hall
Approved by:	Michael Wasley
Date of Last update:	01 July 2021