



## Employee Position Description

Position Details		
<b>Position Title:</b> Executive & Portfolio Support	<b>Department:</b> Executive Leadership Team	<b>Reports To:</b> Executive Lead Practice Excellence & Integration
<b>Primary Work Site:</b> Hawthorn or Lilydale	<b>Is travel between sites required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Is hybrid working available for role?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Employment Status</b> <input checked="" type="checkbox"/> Permanent Part time 0.8 EFT <input type="checkbox"/> Maximum Term <input type="checkbox"/> Casual		<b>Does the role have direct reports?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Enterprise Agreement:</b> HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN STAND-ALONE COMMUNITY HEALTH SERVICES (MULTI EMPLOYER) ENTERPRISE AGREEMENT 2022 – 2026		<b>Classification:</b> Grade 3
Position Primary Purpose		
<p>The Executive &amp; Portfolio Support role provides high-level, proactive support to maximise the effectiveness, focus, and impact of the Executive and their portfolio. Working in close partnership with the Executive, the role ensures seamless workflow and prioritisation through diary and email management, alongside coordinated planning and reporting that enables informed, timely decision-making.</p> <p>This position plays a key role in supporting the delivery of portfolio priorities by coordinating key activities, tracking milestones and actions, and ensuring meetings, projects, and communications are well prepared, aligned, and executed to a high standard.</p> <p>As a hands-on role, the Executive &amp; Portfolio Support actively contributes to progressing work, moving beyond coordination to deliver tangible outcomes. This includes preparing high-quality materials, undertaking analysis and reporting, and supporting clear, timely communication across stakeholders. Through this approach, the role ensures priorities are effectively advanced and delivered efficiently and on schedule</p>		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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Key Accountabilities	
Focus Area	Responsibilities
<b>People Centred</b>	<ul style="list-style-type: none"> <li>Proactively contributes to a warm and welcoming environment for all.</li> <li>Demonstrates openness, inclusiveness, sensitivity, and respectful interactions with all people.</li> <li>Listens to, understands and demonstrates empathy and respect through words and actions.</li> </ul>
<b>Collaboration &amp; Innovation</b>	<ul style="list-style-type: none"> <li>Works collaboratively with others and shares information freely to identify and implement opportunities for innovation and integration of work</li> </ul>
<b>Risk Quality &amp; Safety</b>	<ul style="list-style-type: none"> <li>Contributes to organisational risk, quality and safety systems being implemented across the team</li> <li>Contributes to and complies with regulatory, contractual and organisational requirements, including contribution to preparation for accreditation activities</li> <li>Contributes to the development, review and implementation of policies and procedures to support compliance</li> </ul>
<b>Executive Support &amp; Assistance</b>	<ul style="list-style-type: none"> <li>Actively manages Executive workflows, including drafting and prioritising correspondence, emails, briefs, reports and presentations</li> <li>Maintains executive diaries, action registers and task lists, proactively progressing tasks</li> <li>Coordinates and provides administrative support to Executive led meetings, preparing agendas, minutes and papers as needed</li> </ul>
<b>Communication &amp; Engagement</b>	<ul style="list-style-type: none"> <li>Ensures effective flow of clear and timely communication across the portfolio</li> <li>Coordinates and supports team communications and leadership briefings enabling planning and decision-making</li> <li>Facilitates information sharing between Executive, leadership teams and wider stakeholders</li> <li>Supports the success of the Executive portfolio by following up actions, confirming outcomes and closing loops.</li> </ul>
<b>Planning, Reporting &amp; Coordination</b>	<ul style="list-style-type: none"> <li>Supports team planning activities including coordination of meetings and workshops</li> <li>Compile and coordinate Executive and portfolio level reports</li> <li>Schedule and coordinate leadership and team meetings</li> <li>Prepare planning documents, reports, summaries and analysis to support informed decision-making</li> <li>Track commitments and deadlines, ensuring actions are completed and escalated where required.</li> </ul>

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<b>Project &amp; Operational Support</b>	<ul style="list-style-type: none"> <li>• Provide practical operational support to portfolio initiatives through providing administrative support, actively tracking milestones, monitoring risks and deliverables and resolving routine issues to ensure work continues to move forward.</li> <li>• Act as a liaison between project teams, executive and stakeholders</li> </ul>
<b>Selection Criteria</b>	
<b>Screening Requirements</b>	<input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> International Police Check (if lived overseas in last 10 years) <input checked="" type="checkbox"/> Working with Children Check <input type="checkbox"/> NDIS Worker Screening <input checked="" type="checkbox"/> Australian Driver's License
<b>Key selection criteria items</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications or extensive experience in executive assistance and support Experience working in people-centric or service delivery environments</li> <li>• Experience as a trusted partner to executives, enabling effective decision-making and operational success</li> <li>• Experienced executive support and coordination professional with a strong track record of enabling senior leadership teams through proactive workflow management, high-quality reporting, and effective stakeholder engagement. Bringing a collaborative, detail-oriented approach with capability in and proven ability to manage competing priorities, track deliverables, and ensure timely outcomes in complex organisational environments.</li> <li>• Proficiency in Microsoft Office (Word, Excel, Outlook)</li> </ul>
<b>Demonstrated Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Advanced executive support and administration skills, including proactive diary, email and priority management with a bias toward action and completion.</li> <li>• Strong organisational and coordination skills, with the ability to manage multiple tasks, deadlines and competing priorities</li> <li>• High-level communication and interpersonal skills, including the ability to liaise confidently with senior leaders and stakeholders and ability to draft executive level material.</li> <li>• Well-developed written skills for preparing reports, briefings, correspondence and meeting documentation</li> <li>• Effective planning and coordination skills to support team, leadership and portfolio level activities</li> <li>• Attention to detail and accuracy in managing information, actions and follow-up</li> <li>• Ability to support project coordination, including tracking actions, milestones and deliverables</li> <li>• Sound problem-solving skills and the ability to exercise judgement, discretion and initiative</li> <li>• Ability to work independently, take ownership of tasks and see them through to completion.</li> </ul>
<p><i>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner</i></p>	

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Authorisations	
<b>Employee Name:</b>  <b>Signature:</b> _____  <b>Date:</b> /   /	<b>Manager Name:</b>  <b>Signature:</b> _____  <b>Date:</b> /   /

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