

POSITION DESCRIPTION

Position Title:	Executive Assistant
Remuneration:	AO4
Status:	Full Time
Location:	Newington
Responsible to:	Allocated Pillar Executive

Our Organisation

Family Planning NSW is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for everybody in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning NSW is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Executive Officer provides high level management support to the Executive Team. They apply substantive knowledge in order to assist and represent executive directors thoroughly in the scope, diversity and complexity of all program operations. They are expected to anticipate and resolve conflicts which compete with Executive Directors' priorities.

Selection Criteria

Essential

- Degree qualifications in business, management, public health, or related field
- Proven ability in prioritising requests, managing workloads and exercising sound judgement under tight timelines and high volume conditions
- Demonstrated flexibility in adapting effectively to change
- High level interpersonal, negotiation, written and oral communication skills including advocacy and networking skills
- High level ability to learn new concepts and apply those concepts to novel situations
- Excellent IT skills, including MS Office applications
- Initiative, discretion and judgement of a high order with the ability to maintain confidentiality
- Self-motivated, reliable and willing to work flexible hours
- Knowledge and broad understanding of office protocols in a corporate business work environment
- Current unrestricted NSW Driver's License

Desirable

- Experience in Health / not-for-profit / commercial environment valued

Values

- FPNSW is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion

- As an abortion service provider, all staff at FPNSW are expected to actively participate in the provision of abortion services within the full scope of their role.
- Must support the Family Planning NSW values:
 - Human rights focus - promoting the rights of all people to reproductive and sexual health
 - Integrity - maintaining a strong ethical base, being accountable and transparent
 - Inclusiveness - valuing and respecting diversity without judgement
 - Equity of access - ensuring access to our services for all including priority populations
 - Client centred - placing the needs of the whole person at the centre of our work
 - Commitment to excellence - ensuring high standards in all our work
 - A just culture – a balanced accountability for both individuals and the organisation

Other requirements

- A Criminal Record Check and Vaccinations requirements under the NSW Public Health Orders are required prior to commencement in this role

Key Responsibilities

Management Support

- Assist in project management of key projects including the development and implementation of project plans and reports
- Prepare routine management and business reports such as monthly Board reports, progress against contract, Business Plan and Strategic Plan deliverables
- Undertake research for specific information using electronic resources and/or networking relationships with internal and external key stakeholders
- Prepare briefing papers, correspondence and submissions for the Executive Committee, Board and external partners or meetings
- Assist with grant and tender responses
- Develop and document work processes, policies and procedures for approval by the CEO and Executive Directors
- Organise appointments, meetings and conferences which includes collating meeting papers, coordinating venues and arranging travel itineraries
- Prepare Coordinate the preparation of Family Planning NSW Executive Management Team, Board papers and corporate communications
- Provide secretariat function for business unit committees including compiling agendas and minute taking
- Undertake general administrative duties to ensure the efficiency of the unit/s in line with the approved policies and procedures of the organisation
- Carry out duties in accordance with Family Planning NSW's safety, environmental and quality policy, principles, corporate values and strategies

Safety & quality

- Commit to maintain best practice by adhering to the scope and role boundaries as defined by Family Planning NSW
- Commit to on-going skill development to update knowledge and enhance skills
- Adhere to Family Planning NSW's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols applicable to the role
- Adhere to the *Incident Management Policy* to report and escalate any issues
- Commit to share knowledge and provide support and supervision to less experienced staff

Financial and resource management / administration

- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPNSW

Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: