



## Executive Assistant

Key Position Information	
Job Title	<b>Executive Assistant</b>
Business Unit	<b>CEO Office</b>
Location	<b>Sydney, NSW</b>
Reports to	<b>Chief Executive Officer</b>
Status	<b>Permanent, Full Time (35 hours / week)</b>
Salary	<b>SCHADS Level 4, \$90,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)</b>
Financial Delegation	<b>Nil.</b>
Direct Reports	<b>Nil.</b>

### About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

### Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

### AbSec Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do
- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

**Role Purpose**

The Executive Assistant's primary responsibilities will be to provide high-level administrative support to the CEO as directed, to ensure that AbSec's goals and objectives are accomplished, and operations run efficiently. This function will maintain and refine internal processes that support the CEO and coordinate internal and external resources to expedite workflow. This role will manage communication between management and employees, liaise with internal and external executives on various projects and tasks, and plan and orchestrate work to ensure the CEO's priorities are met and best practices are upheld.

**Position Requirements**

- A minimum 4 years' experience in an administrative role reporting directly to senior management.
- Demonstrated organisational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Highly competent in note taking and report writing.
- Ability to work effectively in a team environment and independently.
- Appropriate qualification such as Certificate III or IV in Business Administration or Diploma of Business is desirable but not essential.

<b>Function</b>	<b>Accountabilities</b>
<b>Operational</b>	<ul style="list-style-type: none"> <li>▪ Coordinate complex scheduling and extensive calendar management both professional and personal, as well as management of content and flow of information to Executives.</li> <li>▪ Maintain a high-level of awareness of matters coming in and out of the CEO office to effectively respond to enquiries and exercise sound judgement on the manner of response including to ensure that operational tasks of the CEO are met in a timely manner.</li> <li>▪ Perform administrative support, such as typing, dictation, credit card acquittals, spreadsheet creation, quality report writing and maintenance of the CEO's record keeping within Teams/SharePoint.</li> <li>▪ Handle correspondence and communication including email management and telephone screening for the CEO.</li> <li>▪ Assist with the projects, as required including coordination of relevant staff responses and/or input into projects, programs, reports, correspondence and corporate issues, including the preparation of responses and briefing notes as required, keeping the CEO updated.</li> <li>▪ Coordinate meetings for the Executive Team including agenda preparation, minutes and following up on actions.</li> <li>▪ Provide secretariat support for CEO, Board and their Committees, including board correspondence, distribution of papers, managing the declaration of interests, minute taking, work-plans, actions arising and related Board governance matters.</li> <li>▪ Liaise with AbSec's travel manager to ensure travel arrangements and logistics are coordinated effectively for the CEO and Board.</li> <li>▪ Ensure the CEO and Board are well-prepared for engagement in relation to events including but not limited to the Annual General Meeting, Sector Forums, etc.</li> <li>▪ Provide support to the Executive Team as required.</li> <li>▪ Liaise between CEO, Board and Executive Team with internal/external stakeholders fostering positive relationships.</li> <li>▪ Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the organisation.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Organisation Contribution</b>	<ul style="list-style-type: none"> <li>▪ Work collaboratively with managers and team members to achieve AbSec's project objectives.</li> <li>▪ Consistently acts in accordance with AbSec's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making.</li> <li>▪ Comply with AbSec Policies and Procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Participate in organisational and professional development activities as directed.</li> <li>▪ Undertake other duties within the scope of this role, as directed.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ Chief Executive Officer, Board Members, Directors and Managers</li> <li>▪ External stakeholders</li> <li>▪ All staff to ensure robust input into activities.</li> <li>▪ Project team to contribute to directions and implementation activities on organisational objectives.</li> <li>▪ Aboriginal community-controlled agencies, including member agencies.</li> <li>▪ Aboriginal communities, children, young people and families to source input and create awareness of project objectives.</li> </ul>

<b>Selection Criteria</b>
<p><b>The occupant of this position will be able to demonstrate the following criteria:</b></p> <ul style="list-style-type: none"> <li>▪ Highly developed communication skills to effectively facilitate and negotiate outcomes with a wide range of stakeholders and the ability to guide, influence and persuade others in a constructive manner.</li> <li>▪ Excellent administration, organisation, and time management skills, with a demonstrated ability to plan and manage work priorities and complete concurrent tasks and projects to a high standard within strict deadlines and with high attention to detail.</li> <li>▪ Highly competent in preparing and presenting papers at Board and committee levels, with the capacity to respond to multiple stakeholder requirements while maintaining confidentiality and due process.</li> <li>▪ Ability to work autonomously with limited direction, technically competent, highly organised with an outcomes focused approach.</li> <li>▪ Proven ability to create and maintain an expectation of trust and confidentiality and the ability to display sound judgement concerning highly sensitive and/or volatile issues.</li> <li>▪ Proficiency in Microsoft Office, Teams, SharePoint and other office productivity tools, with aptitude to learn new software and systems.</li> <li>▪ Ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.</li> <li>▪ Demonstrated commitment and willingness to do what it takes to get the job done, adaptability and enjoys a challenge.</li> </ul> <p><b>The following are desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Understanding of the importance of cultural connections for Aboriginal children, young people, families, and communities.</li> </ul>

<b>Practical Requirements</b>
<ul style="list-style-type: none"> <li>▪ Work outside of the normal hours of duty and some business travel may be required.</li> <li>▪ Employment will be subject to a National Police Clearance and a NSW Working With Children Check, a NSW Drivers licence is desirable.</li> <li>▪ This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.</li> <li>▪ Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.</li> <li>▪ AbSec considers that being Aboriginal is a genuine occupational qualification under Section 14 of the Anti-Discrimination Act 1977 (NSW).</li> </ul>