



CATHOLIC HEALTH

Australia

Position	Executive Assistant
Primary Purpose	To provide efficient, professional and confidential executive support primarily to the Chief Executive Officer, and to the Board and its various committees. The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the executive office.
Reporting Arrangements	Reporting directly to the Chief Executive Officer.
Key Responsibility Areas	<ul style="list-style-type: none">• Provides high-level executive and administrative support, specifically including managing and organising the Chief Executive Officer's -<ul style="list-style-type: none">○ Diary○ Emails○ Travel arrangements○ Filing○ Telecommunications○ Secretarial duties○ Budget• Coordinates requests for information from internal and external stakeholders and provides a professional first point of contact for all enquiries.• Manages complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation.• Manages travel arrangements.• Coordinates effective meetings by organising and collating meeting agendas, providing confidential minute taking and distribution and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projector and refreshments.• Maintains systems for recording and storing information.

	<ul style="list-style-type: none"> • Prepares correspondence and prepare briefing packs, reports and papers. • Board secretarial duties: - <ul style="list-style-type: none"> ○ Assist CEO with preparation and distribution of Board Papers. ○ Book Board meeting venue, arrange flights and accommodation. ○ Take minutes for the Board meetings, prepare draft minutes for CEO to settle and distribute to the Board. ○ Administrative arrangements for Board events or involvement by the Board in CHA events. ○ Manage Board director enquiries and attend to requests. ○ Assist CEO with preparing for and holding the Annual General Meeting. • Assists with preparation of reports and submissions. • Provides support/back-up for Office Manager. • Provides support to CHA Executive team where appropriate.
Decision Making	<p>The role works collaboratively across Catholic Health Australia and is largely guided by the Chief Executive Officer as to priorities.</p> <p>Responsible for quality and integrity of advice provided to internal staff, members and stakeholders.</p>
Key Challenges	<ul style="list-style-type: none"> • The position holder must display professional and effective communication and liaison skills with internal staff, the Board, members and external stakeholders at all levels. • The role requires the ability to pay attention to detail, maintain a flexible and resourceful approach to effectively multi-task and manage workload. • Anticipates needs with regard to meeting papers and preparation of agendas and papers for regular Management meetings.
Essential Requirements	<ul style="list-style-type: none"> • Substantial experience supporting a Chief Executive or executive manager.

	<ul style="list-style-type: none"> • Tertiary and/or business administration qualifications. • High degree of professionalism and judgement with the ability to maintain a high level of confidentiality. • Excellent written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally. Attention to detail. • Excellent organisational and time management skills. • Ability to balance conflicting priorities and to work to deadlines. • Exceptional knowledge, skills and experience in MS Office and Outlook. Knowledge of iMIS management software and MYOB an advantage. • Demonstrated ability to manage varied and conflicting demands to agreed standards and timelines, using a pro-active attitude with minimum guidance. • Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels. • Commitment to the Catholic Health Australia Strategic Direction Statement 2020, and any strategic direction plan or other values or mission statement that is approved by the Board of Catholic Health Australia from time to time. • Ability to work in ways that are congruent with Catholic Social Teaching and the values of the Catholic Church in Australia.
Position Location	Canberra – some travel required to attend interstate Board meetings and National Conference.
Date	March 2017
Review Date	2019