



Position Description

Executive Assistant

Reports to: Chief Executive Officer

Date: February 2018

Position purpose

The National Rural Health Alliance (NRHA) – Australia's peak non-government organisation for rural and remote health – is seeking an experienced Executive Assistant to:

- Deliver high level executive support to the CEO and ensure the efficient operation of the CEO's office.
- Provide secretariat support to the CEO for matters relating to the Board, Council, Board Sub-Committees and working groups.
- Provide reception and general administration support to other members of the NRHA team.

Position responsibilities

Executive Assistance duties:

- Monitor and coordinate the CEO's appointments, meetings, calendar, upcoming commitments and travel arrangements to ensure the CEO's schedule is effectively organised.
- Assist in preparing, editing and responding to correspondence, communications, presentations, reports and other documents.
- Record, transcribe and distribute agendas, minutes of meetings and other material.
- Manage correspondence, documents and files, including maintaining effective records and filing systems.
- Conduct research, collect and analyse data to prepare reports and documents.
- Review operating practices associated with the position and implement improvements where necessary.
- Liaise with key stakeholders, including government, community representatives, Board, member organisations and staff at all levels.
- Manage enquiries with due discretion and ensure confidential and sensitive matters are treated appropriately.

Corporate Governance duties:

- Provide secretariat support to the CEO on matters related to the operations of the Board and Board Committees, including organising travel arrangements, preparing meeting agendas, coordinating and preparing meeting papers, archiving records, coordinating timely responses to action items and liaising with Board and Committee members.

- Under the guidance of the CEO assist with monitoring and complying with corporate governance requirements with respect to statutory record keeping in relation to Board business, including meeting minutes and the maintenance of registers (including Council registration and accreditation processes) as required by law, regulation or other governance considerations.
- Oversee the program of review relating to the organisations policies and procedures and assist the CEO in reviewing these policies to ensure their ongoing currency and relevance to the governance and operations of the Alliance and the secretariat.

Reception and general administrative duties:

- Receive incoming visitors and answer/direct incoming phone calls and emails.
- Prepare and post mail daily.
- Maintain email distribution lists and databases.
- Monitor the NRHA email account and refer to appropriate member of staff.
- Assist with the organisation of meetings and events, including meeting room bookings and teleconference bookings and provide administrative support as required (eg. preparation of agendas, taking minutes, etc.).
- Assist with the management of office maintenance (e.g. equipment and building items).
- Order and maintain office consumables, including stationery, general office supplies and printing.
- Assist with booking and arranging travel for employees.
- Support the administration of the Records Management System.
- Perform other duties as directed and necessary for the proper performance of the role.

Other

- Contribute to the organisation of CouncilFest, the National Rural Health Conference and other events organised by the Alliance.
- Contribute to a workplace culture that is consistent with the Alliance vision, objects, guiding principles and values.
- Work in a manner consistent with the policies and procedures of the organisation.

Selection criteria

Essential:

- Relevant tertiary qualifications and/or substantial experience in providing Executive Assistance support at a senior management/executive and Board level.
- Experience in corporate governance, including knowledge of relevant legislation, policy requirements & processes.
- Demonstrated experience in the effective organisation of general office functions and processes.
- Excellent reception skills and pleasant phone manner.
- Advanced computer skills, including the ability to use Microsoft Office, email and web based applications.
- Proven strong written and verbal communication skills, including the ability to prepare clearly written minutes and reports at an Executive and Board level.
- Well-developed interpersonal skills with the ability to build relationships and work productively with a broad range of people from a variety of backgrounds and experiences, including Executive/Board members, member organisations and other stakeholders.
- Excellent attention to detail and accuracy.

- Ability to work both independently and also collaboratively within a small team environment.
- Exceptional time management, organisational and administrative skills.
- Ability to achieve outcomes within agreed timeframes and under time pressures.
- Proven ability to work confidentially and productively with a high level of tact and diplomacy.

Desirable:

- Experience working in the health sector and in regional, rural or remote locations.
- Experience working in the not for profit service sector with a strong advocacy focus.