

Executive Assistant - Position Description

Position Title:	Executive Assistant
Responsible to:	Chief Executive Officer
Employment type and terms:	Permanent part-time (25 hrs per week), with the possibility to increase hours to full-time (FTE) in the future.
Level:	Level 3/1 (as per CCACT Enterprise Agreement)
Salary:	\$64,741.54 pa FTE (pro-rata 25hrs/week), including Superannuation. Plus – optional salary sacrificing arrangements.
Location:	Fairbairn, ACT

ABOUT THE CANCER COUNCIL ACT

The Cancer Council ACT (CCACT) is a non-government, not-for-profit community organisation that aims to promote a healthier community by reducing the incidence and impact of cancer in the ACT region. Our vision is a cancer free future.

As a charitable organisation, CCACT depends largely on the generosity of the ACT and surrounding community to assist its work in cancer support, prevention, advocacy and research.

SUMMARY OF POSITION AND KEY RESPONSIBILITIES

As part of a small and engaged team, the Executive Assistant plays a significant role in the organisation. CCACT operates in a dynamic and changing environment and requires flexibility, adaptability, initiative and sensitivity as well as excellent organisational and problem-solving skills.

The Executive Assistant works primarily to the CEO and is required to ensure the CEO's office runs smoothly, whilst also assisting where required in other areas.

Engagement includes other managers and team members, and a range of other stakeholders, including Board directors, CCACT Members, government representatives and departments, other not-for-profit organisations (including other Cancer Councils), businesses and other state and national organisations.

The role requires flexibility and initiative and the ability to work flexible hours as required (e.g.; evening Board meetings). This role may offer more hours in the future.

MAJOR RESPONSIBILITIES

ADMINISTRATIVE AND OPERATIONAL SUPPORT

- Provide high-level administrative support to the CEO which includes effective diary / task list management, the completion of travel arrangements and routine expense reconciliations.
- Act as the principal contact point for external & internal stakeholders, including staff.
- Assist the CEO to maintain timely and effective internal and external communications with relevant stakeholders.
- Manage incoming and outgoing communications (phone, email, hard copy and in person), ensuring it is always timely, considerate and effective.
- Draft and edit correspondence, other communications, reports, presentations and other documents for both internal and external use.
- Manage confidential and sensitive documentation with appropriate discretion.
- Manage ACNC and other statutory body updates for the CEO.
- Alert the CEO to matters requiring immediate attention, and manage those issues in her absence, in conjunction with senior staff.
- Ensure the smooth running of the office of the CEO by addressing operational issues promptly.
- Be prepared to coordinate and assist with general office and reception duties as required.
- Conduct research, prepare and collate speaking and meeting briefs for the CEO (in consultation with the CCACT team as required).
- Prepare and manage the CEO's cancer information folder to ensure it is up to date at all times.
- Provide support to the planning and successful delivery of CCACT and related functions and events.
- May be required to supervise volunteers.

HIGH LEVEL SUPPORT TO THE BOARD AND OTHER RELEVANT STAKEHOLDERS

- Manage logistics for Board meetings, committees, team meetings, workshops, corporate events and functions.
- Assist the CEO with Board meeting requirements, including setting agenda, drafting Board papers, take, write-up and disseminate Board and other meeting Minutes and action lists.
- Prepare and distribute orientation and induction packs for new Board and sub-committee members.
- Provide additional governance support as required including support with the development of governance policies and sub-committee Terms of Reference.
- Provide administrative support for the AGM, including the Director election process, liaising with the CEO, appointed Returning Officer and Board Members.
- Ensure that the CEO and/or senior team are made aware of issues relating to stakeholder relations at the earliest opportunity.
- Any other duties as directed by the CEO.

ESSENTIAL SELECTION CRITERIA

1. Minimum three years relevant experience in an Executive Assistant role supporting a busy CEO or senior executive team.
2. Capacity to be proactive, innovative, compassionate and have the ability to work well under pressure and within tight time frames.
3. Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems, including managing competing tasks rapidly and ensuring deadlines are met under pressure.
4. Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of stakeholders, including Board members, organisational and individual members, senior levels of government, pro bono professional support, corporate partners, and members of the public.
5. Knowledge of and capacity to efficiently use ICT and organisational systems.
6. Proficiency in Microsoft Office suite of products.
7. Ability to work collaboratively as part of a team with a common aim.

DESIRABLE

1. Relevant qualifications in business administration, communications or related field.
2. Sound understanding of the not-for-profit sector.
3. Experience providing support to a community sector Board of Directors.
4. Demonstrable experience working collaboratively with volunteers.

To apply and for more information

Applications addressing the selection criteria should be emailed to Lou Malfone, Finance & Corporate Services Manager - lou.malfone@actcancer.org (Please include EAJan18 in the subject line).

For information regarding the role please email lou.malfone@actcancer.org

PLEASE NOTE: Applicants who do not address the selection criteria will not receive a response to their application.

Cancer Council ACT is a smoke free workplace

Applications close 5.00pm, Monday 22 January, 2018.

Note: Selection criteria must be addressed as part of your application.