

## Position Description

<b>POSITION TITLE:</b>	<b>Executive Assistant</b>
<b>ORGANISATION:</b>	Kaiela Institute
<b>RESPONSIBLE TO:</b>	Director
<b>LOCATION:</b>	Shepparton

### Position outline

The position is responsible for enabling and providing administrative, project, and operational support to the Director and the Executive Chairperson, including undertaking day-to-day office management activities.

The role will provide secretariat support for executive boards and committees and prepare correspondence on behalf of the Kaiela Institute's leadership, including managing the office's filing system and ensuring confidentiality. The position is responsible for the smooth operation of the office environment, including undertaking activities to support internal finance, HR and IT functions.

### Duties and responsibilities

This position is responsible for the following:

- Provide administrative support to executive, including monitoring and managing diaries, calendars, emails, phone calls and voice mail, and task prioritisation.
- Assist with managing partners, key networks and stakeholders, including involvement in key engagement events, activities and forums.
- Attend meetings and provide secretariat services to the board and sub-committees, including development, coordination and distribution of minutes and agenda.
- Act as a liaison and maintain regular and structured communication with the leadership team.
- Assist in the preparation and compilation of correspondence, meeting documents and presentations.
- Coordinate and manage travel arrangements for executive and staff members.
- Support financial management activities including purchasing and assisting staff with timesheets.
- Maintain and coordinate the office environment and functions, including the day-to-day running of the building, office and administration supplies, and maintenance issues.
- Develop and maintain administrative and record keeping systems.

- Organise and coordinate social and team building events and activities designed to nurture positive staff morale, team connectedness and office culture.
- Other duties as required.

## Key skills and personal attributes required

Ability to:

- Engage, liaise and maintain strong working relationships with key internal and external stakeholders.
- Engage and work collaboratively with others to achieve common goals.
- Manage competing priorities and deliver on outcomes within agreed timeframes.
- Communicate clearly and succinctly with a diverse range of internal and external stakeholders
- Analyse issues, prioritise and conduct problem-solving.
- Work in and adapt to a diverse and changing environment.
- Work proficiently with common IT, spreadsheet and database systems.

## Knowledge required

Knowledge and understanding of:

- Issues facing First Nations people in the Goulburn-Murray region.
- MS Office products, including Word, PowerPoint, and Excel.

## Qualifications or Experience required

### *Essential*

- Relevant tertiary qualifications or professional experience, for example Administration, Secretary or Clerk.
- Experience in providing administrative and operational support to executive staff.
- Experience in providing secretariat services to boards and sub-committees.

### *Highly Desirable*

- Experience working in First Nation communities.
- Experience in liaising with and managing relationships with communities, government and industry.

## Working conditions

- A full and current driver's license valid for driving in Victoria is essential.
- Must possess a current Working with Children Check.

- Out of business hours work may be required.
- Overnight stays and interstate travel may be required.

Position description created and endorsed: xx/xx/xxxx

