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## Position Description Executive Assistant

Reports to: Chief Executive Officer  
Date: October 2022

### Position purpose

- Deliver high level executive support to the Chief Executive Officer and ensure the efficient operation of the Chief Executive Officer's office.
- Provide secretariat support to the Chief Executive Officer for matters relating to the Board, Council, Board Sub-Committees and working groups.
- Provide reception and general administration support as requested by the Chief Executive.

### Position responsibilities

- Monitor and coordinate the Chief Executive Officer's appointments, meetings, calendar, upcoming commitments and travel arrangements to ensure the Chief Executive Officer's schedule is effectively organised.
  - Assist and draft preparation, editing and responding to correspondence, communications, presentations, reports and other documents.
  - Record, transcribe, collate and distribute meeting 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.
  - Assist Chief Executive Officer with preparation of internal HR and other policy documents, performance management work plans & processes.
  - Assist the Chief Executive Officer in annual staff reviews, advertise new positions for appointments and prepare orientation document for new staff.

### Corporate Governance duties:

- Provide secretariat support to the Chief Executive Officer 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 Chief Executive Officer assist with monitoring, complying and filing of 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 Chief Executive Officer 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.
- 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.
- Keep utmost confidentiality of Board and Chief Executive Officer activities

#### **Other**

- Contribute to the organisation of meetings, events, the National Rural Health Conference and other events organised by the Alliance as requested by the Chief Executive Officer.
- 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.
- Carry out other activities as per request of the Chief Executive Officer