

Position Description

Role Details

Role:	Executive Assistant to the Acting CEO/CEO
Reporting To:	Acting CEO/CEO
Team:	Corporate Services Team
Work Location:	Work from home arrangement due to COVID-19 (Transition to the Surry Hills office may occur at a later stage, depending on public health situation.)
Status:	Part Time (28 hours per week) One Year Maximum Term Contract (with a possibility of extension, dependent on funding)
Award Classification:	Level 5 \$84,797 per annum (pro rata \$67,837 for 0.8FTE) plus super and salary sacrificing Social, Community, Home Care & Disability Services Award 2010

Role Purpose

The Executive Assistant (EA) will provide executive level support and coordination for the CEO. The EA will perform a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders.

The EA will have the ability to manage competing deadlines, think on their feet and anticipate requirements ahead of time. The EA will present professionally at all times, and have a keen eye for detail and exceptional organisational skills.

Responsibilities and Main Duties

Key Responsibilities:

- Provide high-level executive and administrative support.
- Coordinate requests for information from internal and external stakeholders, and provide a professional first point of contact for all enquiries.
- Manage the CEO email inbox.
- Provide administrative support to the Senior Management Team as required.
- Manage complex and changing diaries, including scheduling and negotiating appointments and meetings, and organising associated and supporting documentation.

- Coordinate meetings by organising and collating meeting agendas, providing confidential minute taking and distribution, and coordinating follow up of actions. Manage relevant room bookings and room set up including AV equipment and videoconferencing.
- Prepare high level documents including correspondence, meeting minutes, reports and Board papers.
- Manage travel arrangements.
- Maintain systems for recording and storing information.
- Work as a collaborative member of the Corporate Services Team.

Organisational Participation

- Participate in organisational activities such as staff meetings, planning meetings and team development initiatives.
- Participate in relevant professional development and review activities including training.
- Undertake other duties as directed within the scope of this role.

PWDA reserves the right to alter this position description from time to time in accordance with the needs of the organisation

Selection Criteria

Essential

- Understanding and commitment to the rights and interests of people with disability
- Minimum 2 years proven administrative experience working at executive level
- Excellent communication skills
- The ability to build relationships and liaise at all levels
- A high level of initiative and the ability to think quickly on your feet
- The ability to prioritise tasks and manage time autonomously
- Strong organisational skills with high attention to detail
- High levels of confidentiality and integrity
- Work both autonomously and within a team environment with an enthusiastic approach
- Excellent knowledge of Microsoft packages including Word, Excel, PowerPoint and Outlook

Desirable

- Personal or family experience of disability
- Previous experience in the community services sector

Other Job Requirements

- Working with Children Check
PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.
- Police Check
The successful applicant must be approved under the NSW or National Police Check prior to taking up appointment.
- Six-month probationary period.

Application Processes

Contact:

Email: recruitment@pwd.org.au
Phone: (02) 9370 3100 or 1800 422 015
TTY: 1800 422 016

For more information about this role, please contact Maja Bulut using the contact details above.

Submit your application by email at recruitment@pwd.org.au. If you need to submit your application in an alternative format, please contact us using the contact details above.

Your application needs to include:

- Your full resume
- A letter outlining how you meet the selection criteria
- Contact details of 2 referees

We encourage candidates to apply as soon as possible. Applications will be reviewed as received.

Applications close 9am Monday 21 September 2020.

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.