

# Executive Assistant Position Description



**Title:** Executive Assistant  
**Reports to:** Chief Executive Officer  
**Employment:** Ongoing, Full Time  
**Location:** Corporate Offices, Suite 3, Building 2, 88 Ricketts Road, Mt Waverley

## TRY VISION AND VALUES

TRY vision is to create a meaningful difference to the lives of children, young people and families who are facing disadvantage.

TRY has three key values:

1. Involve and be involved in our communities
2. Be loyal, dedicated and positive
3. Make ideas happen

TRY is committed to working alongside people to support building capacity, resilience and independence. TRY prides itself on being a trusted and collaborative partner with a passion for discovering new ways of doing things, which are responsive to social need.

## CHILD SAFETY

TRY is a child safe organisation. Child safety is a critical aspect of all roles and responsibilities in the organisation. All employees must fully read, understand and ensure they work within the bounds of the Child Safety Policy and Code of Conduct.

TRY promotes the rights of all children to participate, have purpose, and be protected from harm. TRY has a zero tolerance of any behaviours or attitudes that might cause harm to children.

## ABOUT THE ROLE

The role of Executive Assistant (EA) at TRY Australia (TRY) is to provide high level corporate administration support to the CEO which may include special projects and Executive Team coordination and support to the Board as required/requested.

## POSITION OBJECTIVES

The EA provides a range of high level executive, secretariat, and project support services to the CEO and Board of Directors including managing communications and implementing strategies to support the achievement of the organisation's strategic and operational objectives.

The role requires high levels of collaboration, and some subject matter skills.

Document Control		
<b>Filename:</b> Position Description - Executive Assistant - 17.02.2020		<b>Page 1 of 3</b>
<b>Authorisation:</b> CEO		<b>Administered:</b> General Manager – People & Culture
<b>Date:</b> February 2020	<b>Version:</b> 2	<b>Next Revision Due Date:</b> March 2021

## RESPONSIBILITIES / ESSENTIAL FUNCTIONS

### Leadership

- Promote the vision, mission and values of TRY to internal and external stakeholders.
- Oversee reception staff ensuring high quality customer services and systems, thus delivering positive outcomes for consumers.

### Projects

- Undertake projects that contribute to the overall development of the organisation as directed by the CEO.

### Staffing

- Maintain a supportive, productive culture in the work environment and promptly address performance or conduct concerns.
- Complete staff appraisals for direct report.
- Support, coach and mentor direct report and assist them to reflect on their professional practice.

### CEO Support & Executive Coordination

- Manage and triage the day to day calendar, appointments, emails and travel of the CEO
- Provide support to the CEO to facilitate priorities and relationships with Executives and Board Directors.
- Manage special projects in accordance with the CEO's priorities and budget
- Coordinate the induction of Executives.
- Provide a secretariat of the Executive Team including scheduling of meetings, coordination of meeting papers, events and projects.

### Corporate Administration

- Model leadership behaviours to the Office Manager to ensure that the Corporate Offices successfully operate in accordance with TRY's objectives, budget, policies and procedures.

### Executive Assistance to Board

- Coordination and management of Board and Committee meetings and processes, including Annual General Meetings and any other meetings; including board and committee papers, circulation of agendas, minutes and discussion papers and proposals.
- Assist in managing Board Activities and Events.
- Other tasks as directed

## KNOWLEDGE/SKILLS AND ABILITIES

### Interpersonal skills

- Ability to effectively manage internal and external stakeholders.
- Ability to liaise with people at all levels.
- Reliable and a demonstrated capability to ensure tasks are satisfactorily completed within established timelines.
- Ability to supervise, train and develop staff as required.
- The ability to gain cooperation and assistance from staff and stakeholders in defined activities.
- A high level of oral and written communication skills with the ability to effectively present sufficient concise information to internal and external stakeholders.

Document Control		
Filename: Position Description - Executive Assistant - 17.02.2020		Page 2 of 3
Authorisation: CEO		Administered: General Manager – People & Culture
Date: February 2020	Version: 2.0	Next Revision Due Date: March 2021

- Ability to strictly maintain confidentiality of Board, financial, organisation and employee information.
- Ability to demonstrate behaviours in line with TRY's values.

### Role Competencies

- Aptitude to plan and organise work to achieve specific tasks and set objectives in an efficient and timely manner.
- Capability to build and manage relationships with staff and key stakeholders at all levels.
- Communicate effectively, with high level computer skills, written and verbal capability, and have well developed listening and negotiating skills.

### Judgements and Decision Making

- The ability to identify complex issues and resolve them in an objective, logical and efficient manner.
- Required to handle conflict and be able to work with confidential/sensitive issues appropriately.

- **Specialist Knowledge & Skills**

- Relevant tertiary qualification in Business Administration or similar
- Experience in office management, and board secretariat and participating as part of an organisation's leadership team
- A valid Working with Children Check is Mandatory
- A valid Police Check is Mandatory

- **OH & S**

- Contribute to a healthy and safe environment for self and others and comply with all OH&S safe working procedures and instructions including TRY's policies and procedures.
- Perform duties in a safe and professional manner without causing injury or financial loss to self, other employees, contractors or the public
- Report any injury, illness, hazard and near miss incident to their manager/supervisor as soon as they are detected in accordance with TRY procedures.
- Comply with safety directions agreed between management and the employees through the consultation process.
- Participate in workplace inspections, drills, audits and risk assessments.

### SIGNED

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Name

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Angela Forbes - CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Document Control		
Filename: Position Description - Executive Assistant - 17.02.2020		Page 3 of 3
Authorisation: CEO		Administered: General Manager - People & Culture
Date: February 2020	Version: 2.0	Next Revision Due Date: March 2021