



Position Description – Executive Advisor

Position:	Executive Advisor
Reports to:	Chief Executive Officer
Salary:	\$70,000 per annum (plus superannuation and salary packaging)
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment type:	Full-time (fixed term until 30 th June 2025)
	We are always actively looking for applicants from a diverse range of gender identities, sexual orientations cultures, language groups, abilities, and experiences. In particular, we encourage Aboriginal and Torres Strait Islander people, Members of the LGBTQI+ community, people with disabilities, and people with experience seeking asylum to apply.

About us

We were established as a community-controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.

The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.



Our Values

Respect

We advocate for and demonstrate the right of every person to be treated with dignity and respect.

Culture

We remember what we are here for and how our organisation came into being and ensure we are centred within our communities.

Commitment

Our team is committed to improving the lives of Aboriginal people. We keep our word and stand by our commitments.

Self-Determination

We respect and promote the principle of self-determination in everything that we do. We will achieve change for Aboriginal communities and ensure the realisation of self-determination.

Independence

We are Apolitical. We are independent.

Integrity

We are steadfast in our adherence to our values. We take every reasonable measure to protect our clients. We offer independent, professional and high level legal representation.

Equality

We fight for our communities to be equal before the law and to rectify the over-representation of Aboriginal people in the justice system. VALS promotes the right to be different, free from discrimination and valued as an individual. We are an inclusive workplace that respects and protects equality.

About the team

Executive & Corporate Services

The primary role of this section is to ensure that VALS exercises the highest standard of governance. It does this by ensuring the Board is equipped with the information and advice it needs to fulfil its governance and fiduciary duties and that the internal operations of the organisation meet governance standards.

This section does not directly undertake all elements of governance, many aspects of good governance are the direct responsibility of Finance and others fall in the Legal and Client Services areas.

This section develops systems, monitors and oversees processes to ensure that all members of the Executive Team take responsibility for ensuring that governance standards are met within their teams.

About the position

Overview

The Executive Advisor will be assisting the CEO of the organisation with effective time management and provide a high level of support with day to day activities and projects as required.



You will be working independently and in a team environment, and you will be required to be flexible and pro-active in your approach. In this position you will be undertaking a key role involved with stakeholders internally and externally and also interactions with VALS staff and its subsidiaries.

Key Performance Indicators, Duties & Responsibilities

Support for Chief Executive Officer

1. Prepare correspondence and reports, co-ordinate meetings, events, travel and accommodation for the CEO.
2. Monitor, manage and amend the CEO's diary to ensure it remains current and up-to-date.
3. Be the first point of contact for CEO telephone enquiries, ensuring calls are appropriately screened, and any action items for the CEO are followed up.
4. Assist the CEO in maintaining clear and regular communication with the VALS team members, the Board and its Committees.
5. Assist the CEO with the preparation of materials (e.g. Power Point presentations, publications, reports, handouts etc), maintaining regular communication with stakeholders.
6. Liaise with Executive team members to coordinate briefings on program and general service delivery as required/requested.
7. Liaise with community and other stakeholders to promote the commitments and work of the organisation and establish systems and processes to ensure effective internal and external communication occurs.
8. Initiate, develop and maintain effective working relationships with key interest groups, major stakeholders and partners of the organisation to advance our work and strategic directions
9. Position is primarily based at the VALS Preston office however, you may be required to travel throughout Victoria and Interstate upon request of the CEO.
10. Other duties as directed

Secretariat Support for Board and Committees

11. Assist the Board and its Committees through agenda preparation, the coordination and attendance of meetings, accurate recording and timely distribution of minutes.
12. Ensure Board action items for meetings are monitored and completed within proposed time frames.
13. Ensure action items that need to be addressed by VALS CEO, CFO and Directors are communicated in a timely manner.
14. Coordinating administrative processes for appointments to the Board and subcommittees
15. Develop and implement correspondence and records management systems.
16. Provision of timely advice and the preparation of correspondence reports and briefings.
17. Maintain up to date records of Board and Committee members.
18. Attend Board and Committee meetings on a monthly basis.

Coordination of Executive Management Team

19. Provide meeting coordination between CEO and Executive Team members,
20. Provide support and coordination to the Executive Team group meetings through agenda preparation, the coordination and attendance of meetings, accurate recording and timely distribution of minutes.
21. Ensure Executive Team group action items for meetings are monitored and completed within proposed time frames.



22. In instances of meeting delegation from CEO to an Executive member, ensure all meeting details, supporting material or briefing papers are provided in a timely manner.
23. Provide support as required to the Corporate and Executive Services division with regards to general office coordination.

Other

1. Comply with all VALS policies and procedures.
2. Maintain strict confidentiality and privacy in all matters
3. Fulfil other tasks that your manager/s may reasonably ask you to perform.
4. Ensure behaviour during all work interactions is aligned to our values of being professional, ethical, team oriented and collaborative.
5. Exceptional verbal and written communication and interpersonal skills.

Personal accountability

1. Compliance with all VALS Values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
2. Demonstrate a commitment to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their background, ability, ethnicity, gender identity, sexual orientation or religion
3. Ensure appropriate use of resources
4. Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
5. Take reasonable care for your own health & safety, and health and safety of others (to extent required)
6. Promptly respond to and report health and safety hazards, incidents and near misses to management.
7. Attend mandatory training sessions (ie. equal employment opportunity, health and safety, cultural safety) and mandatory training specific to position.

Key Selection Criteria

1. Comprehensive understanding of the issues confronting Aboriginal people in relation to the delivery of legal services and associated issues.
2. Demonstrate cultural sensitivity and a commitment to Aboriginal and Torres Strait Islander peoples, access to justice principles and human rights standards.
3. Extensive professional experience in management/executive and corporate services with an understanding of law.
4. Demonstrated achievements in and a thorough understanding of best practice standards of governance and the planning and provision of support to governance committees and management.
5. Capacity to liaise with Government and non-government organisations on legal and associated issues relevant to the Organisation.
6. Capacity to represent the organisation at a range of forums relevant to organisation at local, regional, state, national and international levels.
7. Demonstrated capacity to work in an environment of continuous improvement, innovation and change.
8. Excellent written, verbal and interpersonal skills.
9. Demonstrated ability to work as part of an executive team and develop strong working relationships within a multi-skilled and multi-discipline working environment.



10. Demonstrated experience providing executive assistance to Senior Management.
11. Advanced computer and word-processing skills.

Key Capabilities

1. Anticipates, plans and prioritises work - manages competing demands
2. Adheres to organisation policies and procedures
3. Is approachable, accessible and responsive
4. Communicates attentively by phone
5. Uses and manages email appropriately

Mandatory Requirements

On offer of this position, you must provide:

- a copy of your current Employee Working with Children card
- a copy of your current Victorian Driver's License
- you will be required to complete a current Criminal History Police Check
- proof of rights to work in Australia, i.e. a copy of an Australian Passport, Birth Certificate or Immigration VISA documentation

How to apply

Please send your resume together with a covering letter which addresses the **Key Selection Criteria** (found within the position description) to jobs@vals.org.au

Acceptance on position offer

I understand and am clear of the position expectations and requirements

Name: _____

Signature: _____

Date: _____