Position Description

Executive Assistant and Administration Support

|  |  |
| --- | --- |
| Position Title | Executive Assistant and Administration Support Officer |
| Reports To | Chief Executive Officer |
| Direct Reports | Nil |
| Classification | Contract Fixed Term |
| Remuneration | $75,400 per annum plus superannuation (currently 9.5%) |
| Duration | 1 year starting with a 3 month probation period |
| Commencement Date | 1st February 2021 (or earlier) |

Our Organisation

ABSTARR Consulting Pty Ltd is an exciting venture that delivers leadership, clarity and excellence in Aboriginal and public health consulting and was established by Professor Gregory Phillips in 2007. We are a 100% Aboriginal-owned company (Supply Nation and Victorian Kinaway Chamber of Commerce certified). Our key pedagogical principles underpin all our work:

1. Cultural Safety is not an optional add-on to clinical safety or patient safety
2. Aboriginal and Torres Strait Islander and Maori knowledges are good for everyone
3. Awareness is not enough
4. Unconscious bias, while often unintentional, has devastating effects
5. Self-determination
6. Power Differentials in the Enabling Environment Are Critical

We **lead change** by facilitating transformational growth in culturally safe environments.

We **deliver excellence** in strategic thought leadership, critical analysis and communications.

We **bring clarity** and confidence to those who want to deliver better outcomes for Aboriginal and Torres Strait Islander Peoples.

Go to [www.abstarr.com](http://www.abstarr.com) for more information

Your Role

You provide quality executive support to the CEO. You pay attention to details and don’t let things fall through the cracks. You problem solve and assist to navigate the smooth running of the organisation.

You provide administrative and secretarial support to the teams that undertake project and contract activities at ABSTARR Consulting. Members of these teams are often contractual and sessionally based for particular projects and you are one of the primary points of contact between these team members and ABSTARR Consulting. You are the glue that brings all activities of the team together.

You are often the face of the organisation. You communicate clearly. You express yourself eloquently. You have a solid understanding and good coverage of each project and activity underway in the organisation and are comfortable communicating in writing and on the phone.

Your Key Responsibilities

CEO Support

You provide high level administrative and executive assistant support to the CEO. This includes diary and commitments, email management, as well as arranging travel and managing time commitments. You assess and prioritise requests to facilitate the optimal use of the CEO’s time.

You provide excellent customer service to stakeholders and clients. You direct enquiries to the appropriate person, usually the CEO, and map tasks arising from these contacts. You follow up enquiries with both the organisation or person making the enquiry and the person within ABSTARR Consulting responsible for addressing the enquiry as a quality assurance measure and to maintain integrity and professional of the organisation.

Meeting Schedule

You coordinate meetings, calls, agendas, catering for both the internal team and various external client meetings. You manage emails, correspondence, and phone calls in a professional and courteous manner. You maintain contact with team members to ensure everyone is aware of meetings and deadlines.

External Communications

You prepare and edit communications and correspondence. This includes agendas, minutes, presentations and briefing notes to support the achievement of business outcomes. You gather, collate and provide background information for the CEO to support informed decision making and planning

You co-ordinate social media accounts and monitor and maintain organisation websites.

Record and System Maintenance

You maintain and organise records, documents and databases, both physically and electronically, so they are readily available to team members. This includes drafts of documents and version control. You maintain electronic filing systems for ABSTARR Consulting and through intimate knowledge of this system you source documents for team members as required.

Financial Logistical Support

You ensure invoicing and payments are made, complete routine financial transactions and purchasing services in collaboration with the accountants of ABSTARR Consulting. You track and ensure invoices are paid expeditiously and income is received within agreed timeframes through the use of simple financial tools. You take responsibility for ensuring invoicing occurs according to signed contracts.

Quality Assurance and Quality Improvement

You maintain and update administrative practices, systems and procedures to improve efficiency and service delivery. You suggest and contribute to changes in processes and procedures to improve our ways of working. You maintain a safe, secure and organised work environment.

Our Expectations of you

As a representative of ABSTARR Consulting, we ask that you:

* Adhere to the values and purpose of ABSTARR Consulting
* Act in the best interests of ABSTARR Consulting
* Follow direction and instruction provided by your manager
* Undertake all work activities honestly, faithfully and diligently
* Take initiative
* Focus on service
* Be transparent in your decision making and actions
* Be flexible and adaptive, and collaborate with all team members
* Acknowledge diversity in all areas
* Use appropriate inclusive language
* Keep track of your own physical and mental health and acknowledge any stresses, tensions and effects this work may have on your health.

Our Commitment to you

When working with ABSTARR Consulting, you can expect:

* honesty, fairness, dedication and a professional approach at all times.
* Clear direction to assist you to undertake your work effectively
* A team-based approach to completion of work
* To work with a team that has focus and purpose
* Celebration of achievements
* Celebration of diversity
* A detailed jointly agreed collaborative approach to monitoring of work performance

You Have

To effectively fulfil this role, you have:

1. Excellent organisational abilities
2. Experience in Administration Support Officer roles
3. Record and Document management experience and skill
4. Attention to detail
5. Strong written and verbal communication skills
6. The ability to view a problem from different angles and initiate solutions. Essentially the skill of ‘thinking outside the box’.
7. Demonstrated ability to work independently and take initiative
8. Practical skill in Microsoft Office products
9. Tactful protection of the CEO’s time
10. A TAFE or tertiary qualification in administration or equivalent

You May Also Have

To assist in undertaking the functions of this role, you may also have:

1. Demonstrated experience in working with Aboriginal and Torres Strait Islander communities
2. A degree in public health, sociology, or related field
3. Demonstrated ability to teach others in administrative procedures.
4. Experience in Executive Assistant roles

Aboriginal and Torres Strait Islander applicants are strongly encouraged.

LGBTIQ and Queer friendly applicants are strongly encouraged.

Our Commitment Together

This Position Description accompanies your contract of employment with ABSTARR Consulting and together forms the agreement of your work with ABSTARR Consulting.

I, , have read and fully understand both this Position Description and the Contract of Employment and accept the offer of employment set out in the contract of employment. I will observe the terms and conditions of my contract of employment during my period of employment and thereafter.

Name:

Signature:

Date:

Name: Professor Gregory Phillips, CEO, ABSTARR Consulting

Signature:

Date: