

Position Description

POSITION DETAILS	
Position Title	Executive Assistant
Position Classification	Band 2
Department & Business Unit	Office of the Chief Executive Officer
Manager	Chief of Staff
Organisational Context	<p>RSPCA Victoria is a non-government, community-based, not-for-profit organisation whose vision is 'ending cruelty to all animals'. We are Victoria's best-known and most respected animal welfare organisation.</p> <p>Our organisation's purpose is, with the community, to achieve outstanding animal welfare through education, advocacy, and animal care and protection. RSPCA Victoria's values – clarity and accountability, respect and consideration, and expertise and collaboration – set clear expectations for all our staff and volunteers as they work together, and with the community.</p>
Position Purpose	The Executive Assistant is responsible for providing high level, confidential, efficient and professional administrative and executive support to the Chief Executive Officer (CEO), the Office of the CEO (OCEO) and Senior Leadership Team (SLT).

POSITION RESPONSIBILITIES	
<ul style="list-style-type: none"> • In collaboration with the Chief of Staff, provide support to the Chief Executive Officer in planning, prioritising and managing work responsibilities, including but not limited to: <ul style="list-style-type: none"> ○ Actively manage the CEO's diary and arrange meetings and appointments as necessary; ○ Prepare and coordinate responses to correspondence and emails on behalf of the CEO; ○ Liaise and communicate with key stakeholders and members of the public on behalf of the CEO, ensuring excellent public relations and customer service; ○ Liaise effectively with all levels of the organisation to assist in the day to day operations of the CEO Office; ○ Complete all administration activities on behalf of the CEO, including but not limited to travel coordination, credit card reconciliations and expense claims. ○ Ensuring appropriate record keeping and document control procedures are followed. • Provide the Chief of Staff and broader OCEO with administrative support and coordination, including but not limited to Board and sub-Committee coordination, document control, filing and administering the appropriate decision making processes. • Provide the Senior Leadership Team with support for administrative and coordination activities, including but not limited to completing expense claims and credit card reconciliations, travel coordination, diary management and scheduling meetings. • Assist the CEO in maintaining effective working relationships with the internal and external stakeholders. • Contribute to the management and implementation of projects and continuous improvement initiatives to improve the effectiveness and efficiency of the OCEO. • Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently behaving in accordance with the RSPCA Victoria values and associated policies. 	



- Take reasonable care for the safety of oneself and others, whilst contributing to safe work practices at RSPCA Victoria by knowing and complying with all WH&S policies and procedures.

POSITION CAPABILITIES		
Capability	Level	Description
People Leadership	Active Contribution	Supports their team and actively contributes to the achievement of team goals.
Activity & Results Focus	Quality, Safety & Detail	Works in an organised and efficient way to achieve aims and provides feedback on safety and process improvements.
Knowledge & Communication	Listens & Shares	Communicates factual and relevant information at the right time and asks questions to gain clarity before acting.
Relationships	Respectful & Cooperative	Maintain respectful, cooperative relationships within teams and others in line with our values and team goals.
Personal Leadership	Resilience, Wellbeing & Growth	Consistently acts in accordance with RSPCA Victoria's values; Maintains personal wellbeing and resilience; self-aware, open to feedback, displays a willingness to grow and change.
Technical	Executive Administration	Ability to provide professional, advisory, research and administrative support services to executive level positions in a confidential, efficient and professional manner.
	Stakeholder Management	Facilitate and maintain strong, positive relationships with stakeholders, partners and suppliers, both internally and externally. Ability to constructively manage stakeholder issues and find innovative solutions to resolve problems

POSITION REQUIREMENTS	
Required	<ul style="list-style-type: none"> • Previous experience in a similar role that provided professional, advisory, research and administrative support services to a Chief Executive or similar executive level position in a medium-large complex organisation. • Excellent interpersonal, communication and community engagement skills to ensure effective collaboration across multiple stakeholders. • Applied knowledge of and proficiency in administrative and organisational systems and processes, combined with the ability to develop and implement continuous improvements. • Proven discretion and judgement in dealing with sensitive and confidential information. • High level literacy, numeracy and problem-solving skills, including intermediate computer skills (including use of Microsoft Office Excel, Word and PowerPoint). • Ability to work in a fast paced and challenging work environment. • Demonstrated experience working collaboratively in a team environment.
Desirable	<ul style="list-style-type: none"> • Previous experience working in the not for profit sector would be desirable.
Recruitment Requirements	<ul style="list-style-type: none"> • Position requires a national police check and valid driver's license.



