



## Position Description

---

### Executive Assistant

#### Organisational Context

In 2021, Domestic Violence Victoria (DV Vic) and the Domestic Violence Resource Centre Victoria (DVRCV) are merging to become a new entity.

This merger brings the peak body for Victoria's specialist family violence services supporting victim survivors together with the state's only specialist family violence Registered Training Organisation; combining our strength, capacity and resources for greater impact.

Our work is underpinned by intersectional feminism – as set out in the Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors – informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do.

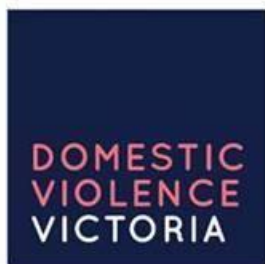
We apply a specialist lens across primary prevention, early intervention, response and recovery to:

1. Develop practice and support workforces
2. Strengthen and connect organisations, sectors and systems
3. Build momentum for social change
4. Build a strong peak organisation

We are in the process of re-branding the merged organisation to ensure a truly collaborative and equal new peak body.

#### Diversity and Inclusion

Domestic Violence Victoria is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.



## Role Context

The Executive Assistant is responsible for providing a high level of administration, coordination and executive support to the CEO.

The role will be responsible for administration, stakeholder liaison, proactive communications and email and diary management on behalf of the CEO. The Executive Assistant will maintain a high level of confidentiality and use initiative and self-direction to manage the day-to-day requirements of the CEO.

## Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

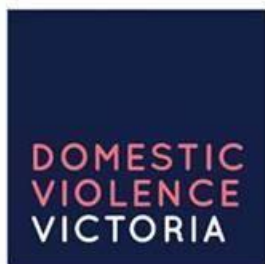
We act with care, compassion and kindness.

We create our own future.

We strive for gender equity and a socially just world.

## Position specifications

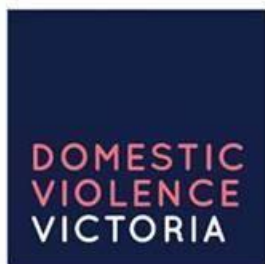
<b>Role title:</b>	Executive Assistant		
<b>Located:</b>	Office location: Carlton South - Melbourne and working from home/online	<b>Classification Level / Award:</b>	DV Vic Level 5.1 As per DV Vic Enterprise Agreement 2017
<b>Employment Period:</b>	Full-time (1.0 EFT), 12 month fixed term	<b>Remuneration:</b>	Hourly rate: \$43.8422 Annual remuneration: \$86,632 plus superannuation Salary sacrificing arrangements are offered within Australian Taxation Office guidelines



<b>Reporting structure:</b>	Reports to the Chief Executive Officer
<b>Hours and basis of employment:</b>	Full time (38 hours per week)  DV Vic standard working hours are 7.00am to 7.00pm, Monday to Friday and flexible work options are available.
<b>Position Responsibilities</b>	
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Act as the principal contact point for external stakeholders, including Ministerial and Parliamentary offices, senior government officials, members of the public and other key stakeholders</li> <li>• Communicates with DVRCV's Executive Leadership Team and staff on the CEO's behalf</li> </ul>
<b>Operations – Executive Assistant to the CEO</b>	<ul style="list-style-type: none"> <li>• Provide confidential executive and administrative services to the CEO.</li> <li>• Oversee the internal and external communication of the office of the CEO including monitoring all the incoming correspondence to the CEO and ensuring that it is prioritized and responded to on time</li> <li>• Manage all on internal and external appointments, meetings, events, travel arrangements and speaking engagements of the CEO</li> <li>• Develop and format high level correspondence on behalf of the CEO.</li> <li>• Liaise with appropriate staff to assist in the preparation of presentations and/or briefing material when required for the CEO.</li> <li>• .</li> </ul>
<b>Administrative and executive support for SLT</b>	<ul style="list-style-type: none"> <li>• Welcomes guests by greeting them, in person or on the telephone and answering or directing inquiries</li> <li>• General administrative support to the Executive Leadership Team (including printing, photocopying, proofing papers, filing etc)</li> <li>• Other administrative support for Senior Leadership Team as required (eg. booking travel and accommodation, posting jobs on external recruitment websites, proofing papers, printing, scheduling meetings, catering, etc)</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Coordinate payment of invoices and expenditure on behalf of the CEO</li> </ul>



	<ul style="list-style-type: none"> <li>• Manage the CEO's work related expenses</li> </ul>
<b>Organisational Expectations (same for all staff)</b>	<ul style="list-style-type: none"> <li>• Work within and contribute to a culture based on an intersectional feminist framework, as set out in the <i>Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors</i>, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities.</li> <li>• Adhere to DV Vic and DVRCV's values in all activities and when representing the organisation</li> <li>• Participate in, and contribute to, staff meetings/events/celebrations as required</li> <li>• Identify professional development needs and share new knowledge with others</li> <li>• Support the development of new resources, policies and practice</li> <li>• Adhere to all policies in the DV Vic/DVRCV Policy Manuals</li> <li>• Other duties as required</li> </ul>
<b>Key Selection Criteria</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of training course/qualifications (or 5 years' experience) in executive level administration support</li> </ul>



<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated expertise in supporting executive staff and ability to develop and maintain administrative systems</li> <li>• Capacity to be proactive, assertive and work well under pressure or within tight time frames</li> <li>• Excellent interpersonal skills with the ability to establish friendly and professional rapport with a wide range of internal and external stakeholders</li> <li>• Exceptional organisational skills with a passion for planning, organising and prioritising administrative tasks and systems, including managing competing tasks rapidly and ensuring deadlines are met under pressure</li> <li>• Proven ability to work independently, prioritise work and show initiative</li> <li>• High level written and verbal communication skills</li> <li>• Proven ability to maintain accurate records and up to date filing systems</li> <li>• Strong computer skills including the use of databases and all Microsoft Office products</li> <li>• Attention to detail and ability to respect confidential and/or sensitive documents/correspondence</li> </ul>
<b>Additional Information</b>	
<b>Work Health and Safety</b>	<p>All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.</p> <p>DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&amp;S requirements.</p>
<b>Police Check</b>	<p>A national police record check is required as part of the recruitment process.</p>