

Executive Assistant - Position Description

Time Fraction:	Part Time (0.8 EFT)
Reports to:	CEO
Term:	2 year contract
Date:	December 20 2021

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation that is governed by a Board, with membership comprising prominent local corporate and community members. Funding is received from the Victorian Government. We employ over 30 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy. Our primary site is located in Bendigo, but we provide outreach services in Kyabram, Kyneton, Maryborough, Echuca and Tarrengower Prison.

Our services include free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or in the past, and to their non-offending parents, partners, family and friends. We also offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV provides a family focused, prevention and early intervention therapeutic service to children and young people under the age of 18 who have engaged in harmful sexualised behaviours. We also provide specialised advocacy, secondary consultation, community education and professional training across the sector and within the community.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning, and focus on excellence in client outcomes and organisational objectives.

CASACV is also a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Health and Human Services, Child Protection; and Bendigo Community Health. In this specialised model, partner organisations support adult and child victims from first disclosure of sexual assault to criminal prosecution.

We uphold a feminist philosophy, and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice.

CASACV Values

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.
- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

Position Overview and Accountabilities

We are looking for a positive, hands on Executive Assistant with a good eye for detail and a high level of professionalism to support a busy CEO, and executive team.

In this role, your day-to-day activities include:

- Providing secretarial support to the CEO, and executive teams to coordinate a range of administrative tasks including diary management, scheduling appointments, preparing agendas, taking meeting minutes and preparing materials and communications on behalf of the CEO, and Managers;
- This role also offers administrative support to the CASACV Board, including oversight of calendar, planning, minutes and agendas.
- Providing administrative services to support the successful execution of activities and events as well as effective program operations;
- Coordinating and organising CASACV key organisational events such as the Annual General Meeting (AGM), end of year celebrations, Board retreats, Leadership Planning days, and CEO, Manager presentations;
- Managing and directing incoming communicators appropriately
- Provide secretarial support of meetings for the CEO.
- Support CEO written communications and speech writing, including research briefings and engagement in social media
- Coordinate travel logistics for the CEO and Managers as required
- Administrate the CEO's financial acquittals including receipts and reimbursements
- Provide administrative support with the strategic and operational planning process and evaluations
- Contribute to the continuous improvement of processes and procedures
- Coordinate induction of new Board members

The position is supported by a team of highly skilled and qualified practitioners and receives regular organisational and administrative supervision and organisational support from the CEO. The position is based in Bendigo, Victoria.

Position Requirements and Responsibilities

1. Organisational Responsibilities

- Attend regular supervision (work review and organisational supervision) and further develop own practice.
- Awareness and observation of the policies and procedures of the organisation.
- Comply with relevant social and legal policy, as required.
- Participate in staff and team meetings, and professional development.
- Participate in continuous quality improvement and development of best practice.
- Plan time effectively to manage competing demands ensuring you meet the requirements of the role.
- Participate in other activities and meetings relevant to CASACV.

2. Occupational Health and Safety (OH&S) Responsibilities

- CASACV is committed to the safety of its employees and any other individuals present in our workplaces. In achieving and maintaining workplace health and safety, CASACV will apply best practice in OHS in accordance with statutory obligations at all times.
- All CASACV employees, contractors and volunteers are required to:
 - take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
 - take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
 - cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
 - report all injuries, illness or 'near misses' to their supervisor
 - participate in relevant health and safety training based on roles and responsibilities
 - as required, participate in the development and implementation of specific OHS hazard and risk management strategies.
- In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Key Selection Criteria

Applications must address the following:

1. Essential Qualifications and Experience

- 3 or more years experience as an Executive Assistant, Secretary, or Personal Assistant;
- Formal qualification in Business Administration or other related qualification;
- Proficient level use of Microsoft Office 365 applications specifically Outlook, Word, Excel and PowerPoint;

2. Essential Skills, Knowledge and Attributes

1. Experienced at maintaining confidentiality and demonstrate a high level of professionalism.
2. Excellent organisational and time management skills to manage changing priorities.
3. Excellent attention to detail and excellent written and verbal communication skills.
4. Self-motivated, working autonomously and collaboratively as needed.
5. Highly developed written and oral communication skills.
6. An understanding of community service organisations is highly desirable.

Other

- Commitment to the vision, philosophy, aims and objectives of CASACV.
- Current Victorian Driver's Licence.

Referees

Applicants are asked to provide the name and current contact details of three professional referees including the most recent manager or current supervisor.

Position Entitlements

Hours of Work and Location of Work

- The position is part time (0.8 FTE).
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm between Monday to Friday, though may include weekend and after hours work as needed.
- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.

Location of the position is in Bendigo

Salary and Conditions

- Industrial Instrument: *CASACV Enterprise Agreement 2019-2023*, Classification: Health Professional and Support Services Award \$79,415 – \$85,284 gross based on qualifications and experience.

- Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.
- The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.

Applications

For more information on the position please call CASACV Manager Strategy and Development – Lee Edmonds on 5441 0430.

To apply for this position, please provide (note applications without these components will not be considered):

- CV
- Letter of introduction
- Response to key selection criteria.

Applications close: **5 pm Friday 21 January February 2021**

Email: HR@casacv.org.au – Subject: **Executive Assistant Role**

Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

This position description is subject to review and may change in accordance with the needs of our organisation, including our operations, clients and stakeholders