

ROLE PURPOSE: Executive Assistant - Business Operations



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Executive Assistant - Business Operations

Division: Business Operations

Location: Sydney

Date: March 2022

Employment type: Part time

Reports to: Business Operations Executive Director

Number of direct reports: None

Leadership Band: Leads Self

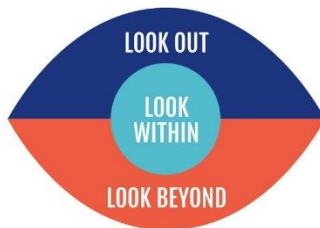
Purpose of the role:

The Executive Assistant is accountable for providing administrative, secretarial, and executive support to the Business Operations Director as well as administrative support and coordination to the Business Operations team as required.

The Executive Assistant will own the outcomes of:

1. Provide secretarial support to the Director including: screening and assessing incoming correspondence and ensuring appropriate distribution and/or response, conduct research for speech preparation as well as preparing presentations, reports, briefs and other documentation.
2. Provide pro-active, high-level administrative and secretarial support to the Director and the division.
3. Proactively manage and maintain the schedule and diary of the Director.
4. Primary support for organising all travel and associated documentation for the Director.
5. Manage divisional and relevant key organisational meeting logistics including; preparing meeting papers, circulating resources, first point of contact for inquiries and producing minutes.
6. Undertake project management and manage special projects as directed.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Office management.
- Experience working in an administrative or support services function.
- Experience working in an international NGO.
- Previous experience working closely with executive teams

Skills:

- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment.
- Strong professional personal presentation, with an attitude of service and support. Good attitude towards teamwork and works productively and respectfully in a team.
- Excellent interpersonal, oral and written communication skills and good attention to details
- Excellent knowledge and capability utilizing Microsoft Office software.
- Ability to develop effective systems for office administration tasks.

Desirable Experience:

- Experience within eye health

Qualifications:

Tertiary qualification in a related field is desirable.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect (**note: all positions are classified as having indirect or incidental contract with children**)

This position **does not** involve "Working with Children" either direct or indirect.

Travel:

Insert

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.