

Position Description

OVERVIEW

Title	Executive Assistant / Company Secretary
Department	Executive Services
Reports To	CEO
Location	Doncaster East
Date Prepared	May 2022

PURPOSE

The role is responsible for providing administrative and secretarial support to the CEO and executive team, act as Company Secretary of the Association, and lead and support the administration team.

PARAMETERS

Key Internal Stakeholders	CEO, Executive, Management, Administrative teams and general staff, Onemda Board
Key External Stakeholders	Associated funding agencies, partner organisations, ACNC, key sector stakeholders, people with a disability, families, carers, visitors, business support agencies and others as required

QUALIFICATIONS AND REGISTRATIONS

- Current Drivers Licence
- Qualifications associated with office clerical, management and administrative duties is preferable
- Company Secretary training highly desirable

KNOWLEDGE AND EXPERIENCE

- Experience in a personal assistant or corporate/executive support position
- Excellent computer literacy (MS Office) and word processing skills
- Experience working in a high-level administrative capacity
- Experience supporting a small team of staff
- Ability to interpret and understand statistical data (numerical and analytical)
- Demonstrated experience and understanding of people with a disability and/or the sector is desirable
- Experience in liaising with executive teams and boards

CORE SKILLS

- Excellent interpersonal, presentation and communication skills across all areas of business (written and verbal)
- Excellent time management and prioritisation skills
- Strong problem-solving ability
- A willingness to learn and professionally develop within the role
- Flexible and adaptable to new and changing environments
- Demonstrated ability to ensure participant privacy is maintained and appropriate channels of communication are followed
- Able to work autonomously as well as a successful team member

Specialist Skills and Knowledge

- Ability to work with and for people with a disability
- Demonstrated sound written and verbal communication skills and computer literacy.
- Demonstrated ability to work with a minimum of supervision
- Demonstrated proficiency in managing time, setting priorities and organisational skills

Interpersonal Skills

- High level of interpersonal and communication skills (both written and verbal), including an ability to represent on behalf of the organisation
- An ability to work in a team environment
- Demonstrated ability to communicate effectively with participants, staff and relevant people in the community with general knowledge of the disability sector
- Highly attentive in customer liaison and public relations

MUTUAL COMMITMENTS

Equal Opportunity. Onemda is committed to being an equal opportunity employer, aiming to provide every employee with fair access to all workplace opportunities and benefits. In return, employees will treat each other fairly, without discrimination.

Diversity. Onemda welcomes and embraces diversity by providing a safe, positive and nurturing environment that celebrates the rich dimensions and contributions of diversity contained within each individual.

Safety Screening. An offer of employment cannot be confirmed until the safety screening requirements have been conducted, assessed, and clearance has been given.

The safety screening process incorporates the completion of the following:

- NDIS Worker Screening Check
- Working With Children's Check
- Reference check (including, but not limited to, disciplinary action disclosure, confirmation of qualifications and training and an understanding of appropriate behaviours)

Safeguards: Vulnerable people have the right to be and feel safe. Onemda has zero-tolerance for any form of abuse.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Executive Support	<ul style="list-style-type: none"> • Provide administrative support to the executive team and confidential secretarial support to the CEO • Produce high level reports, presentations and correspondence for the CEO and executive team • Perform secretarial tasks at a high level of competence including research, analysis and the drafting of documents to support the CEO and executive team • Manage diaries, business schedules, appointments, and travel arrangements as required for the CEO and executive team • Assist to collate, disseminate, and store various aspects of the organisations confidential business intelligence and data • Support the executive team with various correspondence, reports and presentations for Board and governance meetings • Provide support with minute taking and agenda preparation as well as participate in a range of organisational committees and meetings
Company Secretary	<ul style="list-style-type: none"> • In liaison with Chair(s) and CEO, prepare agenda's and circulate papers and correspondence required for various Board and Committee meetings • Ensure that the organisation complies with its statutory obligations under any relevant laws and regulations • Ensure completion and lodgement of statutory forms/returns and reporting under the ACNC and other relevant legislation/regulation • Maintain registers such as declarations/conflicts of interest of Directors, safety screening and professional development • Have custody of the Common Seal and record usage • Assist with/attend to signing of contracts and other documentation in connection with governance administrative matters • Ensure adherence with the organisations Constitution, including ensuring the Annual General Meeting is held in line with the 'Rules of the Association' • Carry out other functions, if any, required of the Company Secretary by the Constitution • Attend Board and Committee meetings as Company Secretary and minute taker • Assist with various Board functions including and not limited to meetings, liaising with professional development agents, AGM and performance and skills evaluations etc.
Administrative Support	<ul style="list-style-type: none"> • Provide general supervision and support of administrative staff with their daily schedules and organisation of tasks • Encourage and support administrative staff to implement various business support, ICT, communication and administrative systems and process from time to time • Oversee administrative staff with various professional development, training requirements and general performance • Instigate new initiatives to improve the administrative/reception function
General Areas of Responsibility	<ul style="list-style-type: none"> • Work collectively with all business streams to ensure standards, quality of service and customer relations are continuously improved • Support with key organisations events and activities
Culture	<ul style="list-style-type: none"> • Consistently live and demonstrate the Onemda Values: <ul style="list-style-type: none"> - Working for impact – when our participant's success, we succeed - Striving for growth – everyone has the right to learn, grow and achieve - Cultivating connection – great things happen when we do it together - People at the heart – we are a people-centric organisation

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Ensure Onemda's service provision is in accordance with the principles of social justice and with respect for the dignity and human rights of all persons. • Safeguard the positive culture of Onemda and identify and address any risks to the proud reputation, caring culture and ethical standing of the organisation • Adhere to the principles of The Victorian Charter of Human Rights 2006
Workplace Health and Safety	<ul style="list-style-type: none"> • Work in a safe manner and adhere to safety instructions as outlined in the Onemda Association's Policy and Procedure Manual and Emergency Management Plan. • Participate in regular safety checks, including fire drills and contribute to the evaluation and review of such procedures. • Remain competent, physically able and informed in safe manual handling procedures. • Use program areas, vehicles, equipment and program materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with or abuse anything provided at the workplace.
Other Activities	Other activities and projects as reasonably directed.