

Our Watch Role Statement

Position details

Position title:	Executive Assistant and Directorate Coordinator
Team:	Prevention in Action
Reports to:	Director, Prevention in Action
Position location:	This role requires at least one day per week at the Our Watch Melbourne office
Work type:	0.8 FTE, part time (flexible FTE options will be considered)
Job duration:	Fixed term until 30 June 2027 with possible extension opportunity
Probation period:	6 months
Salary:	Our Watch Band 4, Level 2, commencing at \$96,691 – \$99,497 (pro-rated) plus superannuation and 17.5% annual leave loading

Our Watch is not a Public Benevolent Institution and are therefore unable to offer salary packaging.

Organisation context

Our Watch is a national leader of primary prevention of violence against women and their children.

Our vision is an Australia where women and their children live free from all forms of violence. Our role is to stop violence before it starts.

Our Watch recognises and values diversity among its staff and strongly encourages suitably qualified people from all backgrounds to apply, especially people who have a strong understanding of intersectionality either by working with diverse population groups or a lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

Organisational values

Collaborative – We do this work together

Optimistic – We believe that change is possible

Authentic – We stand behind our work

Creative – We are innovative and brave as we create change

Inclusive – We embed a diverse range of perspectives in everything we do

Position overview

Working within the Prevention in Action Directorate, this position will report to and provide high level executive support to the Director, Prevention in Action.

This role is also part of the Our Watch Executive Assistant team. The role works closely with the Executive Assistant team to provide in-person coverage in the Melbourne office on a rostered weekly basis and support as needed to the broader EA team, including leave coverage.

This role will assist in planning, prioritising, and managing administrative needs of the Director, leadership team and the directorate to ensure the smooth functioning of the Prevention in Action directorate. This role plays a crucial part in enhancing efficiency, managing workflows, and supporting key directorate projects.

The successful candidate will have sophisticated communications skills and confidence in engaging a broad range of stakeholders from different settings and maintain strong and productive relationships with project partners and funders. You will be able to work independently, in partnership with others external to Our Watch, and as part of a multidisciplinary project team. You will be highly organised and able to prioritise in a constantly changing environment.

You will be flexible and open to this role and this team evolving to meet the needs presented and you will be proactive in identifying ways to grow this role.

Responsibilities and accountabilities

Administration

- Detailed calendar management, including multiple competing deadlines, task allocation, internal and external meetings
- Tracking action items efficiently and accurately to ensure directorate is well informed of upcoming tasks deadlines
- Coordination of any associated actions with Director involvement including approvals and internal coordination of deadlines
- Maintain team records, documentation and filing systems to ensure easy access to key information
- Travel bookings for Directorate and the directorate as required
- Director credit card reconciliation

Executive Assistant Support

- Support the Director's duties in organisational wide initiatives
- Coordinate directorate meetings, planning days, workshops and training sessions.
- Provide backup executive support to other directorates when required including leave coverage.
- Work as part of the broader Executive Assistant team, and attend the Melbourne office weekly to provide regular in-office support as part of the agreed EA roster.
- When workload and priorities permit, with support from the Director, participate in cross-organisational groups and special projects independently and with a focus on growth and development
- Develop and update a partnerships table together, to support the development of key reporting (e.g. board reports, meeting briefs, etc.)
- Other miscellaneous administrative tasks

Direct reports

The role has no current direct reports.

Organisation relationships

Internal

- Prevention in Action Directorate
- Innovation Directorate
- Government Relations, Policy and Evidence Directorate
- Marketing and Communications Directorate
- Corporate Services Directorate
- Aboriginal and Torres Strait Islander Strategy Directorate
- CEO and Executive Team
- Aboriginal and Torres Strait Islander staff and leaders
- RAP Working Group
- Aboriginal and Torres Strait Islander Steering Committee
- Executive Assistant team

External

- Key partners and sector stakeholders
- Advisory Groups
- Steering committee
- Relevant Government departments
- Our Watch member representatives
- External suppliers and consultants
- Aboriginal and Torres Strait Islander external leaders and partners

Selection criteria

Commitment

- Commitment to the Our Watch vision, purpose, and mandate
- Commitment to Our Watch values
- Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting the Our Watch ideals of gender and cultural diversity at all times
- Commitment to working collaboratively and respectfully in a high-performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision

Qualifications and experience

- Experience in supporting not for profit board and governance (desirable)
- Advanced level of experience Office 365 applications, and databases.
- Experience in, or directly relevant to, preventing violence against Aboriginal and Torres Strait Islander women desirable but not essential
- Experience in the use of ASANA
- Experience in a not-for-profit and/or government environment
- Experience in the use of Board Effect
- Proven experience managing end to end travel arrangements
- Proven experience managing calendars with moving priorities

Organisational skills

- Strong time management, project, and organisational skills
- Strong initiative with the ability to be flexible and agile.
- Proven experience with juggling multiple and conflicting priorities using systemic thinking and providing proactive solutions.
- Ability to manage competing priorities/deadlines and provide consistently high levels of support, given complex workloads, short deadlines, and the need to maintain confidentiality and act with discretion.
- Ability to work effectively as part of a team in a fast-changing environment, to work productively with limited supervision and to work to deadlines
- High level IT and administrative skills

Communication skills

- High level analytical, written, and verbal skills in communicating complex data to a variety of audiences.
- Excellent writing skills, including ability to produce a range of different kinds of high-quality written materials and translate complex information into plain language and actionable strategies.
- Oral presentation skills, especially in distilling and conveying key messages to different audiences.
- The ability to remain highly professional, calm, and effective under pressure.

Stakeholder management

- Excellent communication skills and proven experience with stakeholder management
- Demonstrated skills, knowledge and experience to work with Aboriginal and Torres Strait Islander people and communities in a culturally respectful way or a desire to gain these skills
- Ability to engage with internal and external stakeholders and to develop positive relationships.

- Demonstrated skills, knowledge, and behaviour to work with a diverse range of people in a culturally respectful and inclusive way.
- Excellent stakeholder engagement and consultation skills including the ability to develop and maintain strong collaborative partnerships with individuals and groups