



## Gayaa Dhuwi (Proud Spirit) Australia

Aboriginal and Torres Strait Islander Leadership in Social and Emotional Wellbeing, Mental Health and Suicide Prevention

### Executive Assistant

#### Position Description

Position Title	Executive Assistant
Employment Type	Full Time
Salary	\$90,830 - \$114,709
Team	Office of the CEO
Report To	Chief Executive Officer
Direct Reports	None
Location	Canberra

#### About Gayaa Dhuwi

Gayaa Dhuwi is the national peak body for Aboriginal and Torres Strait Islander social and emotional wellbeing, mental health, and suicide prevention. As a members based, community-controlled organisation, we are governed by Aboriginal and Torres Strait Islander experts and peak bodies.

Our vision is the highest attainable standard of social and emotional wellbeing, mental health, and suicide prevention outcomes for Aboriginal and Torres Strait Islander Peoples. Our role is to lead and advocate for systemic change that places the voices, strengths, and needs of Aboriginal and Torres Strait Islander Peoples at the centre of national policies and reforms.

We work in a fast-paced national policy and reform environment where priorities can shift quickly in response to government processes, parliamentary inquiries, sector developments, member priorities, emerging evidence, and national reform opportunities. As a result, our team needs to be made up of individuals who can understand complex policy and service systems, work respectfully within an Aboriginal and Torres Strait Islander leadership and organisations, and produce high-quality work across social and emotional wellbeing, mental health, and suicide prevention.

Gayaa Dhuwi's work is long-term with progress often requiring sustained advocacy, careful relationships, strong evidence and the ability to keep work moving over time. People who thrive at Gayaa Dhuwi are steady, thoughtful, organised, respectful, clear in their communication and able to maintain perspective while working on issues that matter deeply to our peoples and communities.



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### The Role

The Executive Assistant provides high-quality executive support to the Chief Executive Officer and, as required, to the executive leadership team. The role is the primary point of coordination for the CEO's office, managing scheduling, correspondence, travel, board support, and a wide range of administrative and organisational functions that keep the executive function running effectively.

This is a role that requires exceptional judgement, discretion, and development of organisational knowledge. The Executive Assistant will frequently handle sensitive matters, including confidential board and governance material, stakeholder correspondence, and internal personnel matters and must be trusted to manage these with confidentiality and professionalism.

The role sits at the centre of a busy national organisation and requires someone who can anticipate needs, manage competing demands, maintain composure under pressure, and communicate clearly with a wide range of internal and external stakeholders. They will understand that effective executive support is not administrative in a narrow sense, it is what makes strategic leadership possible.

### Key Responsibilities

- Manage the CEO's calendar, scheduling and correspondence, ensuring the CEO's time is well organised and priorities are protected.
- Prepare and coordinate briefing materials, agendas, correspondence and papers for the CEO in advance of meetings, events and engagements.
- Draft and review correspondence, emails and communications on behalf of the CEO to a high standard.
- Coordinate travel, accommodation and logistics for the CEO, and as required, executive leadership team members.
- Provide administrative support to the executive leadership team as directed by the CEO.
- Coordinate meeting logistics including scheduling, venue or virtual platform arrangements, and distribution of papers.
- Prepare and collate paper packs, agendas and supporting materials in accordance with agreed timelines.
- Record and distribute accurate minutes and action items from meetings, and track progress against actions.



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- Maintain registers, records and documentation in an organised and up-to-date state.
- Liaise professionally with internal and external stakeholders on scheduling, correspondence and logistics.
- Maintain effective filing and records management systems for the CEO's office, including confidential and sensitive materials.
- Manage incoming and outgoing correspondence of shared mailboxes, ensuring items are triaged, tracked and actioned appropriately.
- Support the coordination of internal meetings, including all-staff communications and executive leadership team meetings.
- Handle sensitive matters with discretion and maintain confidentiality at all times.
- Undertake other duties as required.

### Performance and Behaviour Expectations

- Manages the CEO's diary, correspondence and logistics proactively, anticipating needs and resolving scheduling conflicts without requiring direction.
- Produces written materials — correspondence, agendas, minutes, briefs — that are accurate, well structured and suitable for executive and board use.
- Maintains confidentiality and exercises sound judgement in handling sensitive information across all aspects of the role.
- Delivers meeting support to a high standard, with papers distributed on time, minutes accurate and action items tracked through to completion.
- Manages logistics and director communications professionally and with appropriate formality.
- Manages multiple competing demands simultaneously, prioritising effectively and completing work within agreed timeframes.
- Maintains organised and up-to-date records and filing systems that others can navigate reliably.
- Responds constructively to shifting priorities and urgent requests while keeping routine work on track.
- Communicates clearly and professionally with internal staff, board directors, government contacts and external stakeholders.
- Works respectfully within an Aboriginal and Torres Strait Islander organisation and understands the importance of cultural protocols in all correspondence and engagement.



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- Contributes to a focused, respectful and well-functioning workplace.

### Qualifications, Knowledge and Experience

- Relevant tertiary qualifications or equivalent professional experience in executive support, administration or a related field.
- Demonstrated experience providing executive support to a senior leader, including diary management, correspondence, travel coordination and board or committee support.
- Strong written communication skills, including the ability to draft and review correspondence, minutes and briefing materials to a high standard.
- Excellent organisational and time management skills, with the ability to manage multiple priorities simultaneously and meet deadlines consistently.
- Demonstrated ability to handle sensitive and confidential information with discretion and professionalism.
- Experience working respectfully with Aboriginal and Torres Strait Islander peoples, organisations or communities, or willingness to develop this capability.
- Sound judgement, attention to detail and a proactive approach to problem-solving.
- Proficiency in Microsoft Office suite and digital collaboration tools.

### Selection Criteria

- Demonstrated ability to work respectfully within an Aboriginal and Torres Strait Islander leadership organisation, including understanding of cultural protocols, self-determination and the importance of Aboriginal and Torres Strait Islander leadership.
- Demonstrated experience providing high-quality executive support, including diary management, correspondence, internal and external stakeholder coordination, and the preparation of written materials to an executive standard.
- Demonstrated ability to manage competing priorities, meet deadlines consistently, and maintain accuracy and quality of work under pressure.
- Demonstrated ability to handle sensitive and confidential matters with discretion, exercise sound judgement, and communicate professionally with a wide range of internal and external stakeholders.



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- Demonstrated organisational skills and attention to detail, including the ability to maintain reliable records, tracking systems and administrative processes across a busy executive office.

### Benefits

- Competitive salary package including superannuation, four weeks of annual leave with annual leave loading, salary sacrificing options, and a mobile phone allowance.
- Flexible working arrangements working from home two days per week on a Monday and Friday, and in the office three days per week on a Tuesday, Wednesday and Thursday.
- Professional development support and mentoring from the executive leadership team.

### Eligibility

- Aboriginal and Torres Strait Islander people are encouraged to apply for this opportunity under section 51 of the Equal Opportunity Act 1984.
- Applicants must be an Australian citizen or have permanent residency status pending the granting of Australian citizenship. All successful applicants for the position will be asked to complete pre-engagement checks including national police check and a working with vulnerable people check.

### Additional Notes

- Travel to other parts of Australia will be required from time to time.