



## POSITION DESCRIPTION

### Executive Officer - Strategic Support

<b>Level</b>	SCHADS Level 7
<b>Employment Type</b>	Full-time, ongoing
<b>Reports to</b>	Senior Executive Officer
<b>Purpose of the Position</b>	
<p>The Executive Officer provides high-level strategic, governance and operational support to the Chief Executive Officer (CEO) and the broader Executive Team to ensure business activities contribute to the effective delivery of organisational objectives. The role serves as a key link for Executive functions between the CEO, Executive Team and Senior Executive Officer to support informed decision-making and strategic outcomes.</p>	
<b>Tasks and Responsibilities</b>	
<ul style="list-style-type: none"> <li>Managing the CEO's correspondence as appropriate including triaging, prioritizing, identifying complex critical issues and escalating matters requiring executive attention.</li> <li>Provide high-level administrative and strategic support to the CEO and Executive Team, contributing to organisational planning and delivery of strategic priorities.</li> <li>Ensure all reporting obligations for the Executive are delivered to a high standard, accurate and in a timely manner.</li> <li>Under direction of the Senior Executive Officer, ensure that all Board related governance and compliance processes are scheduled, progressed and followed up as required.</li> <li>Prepare, manage and review the provision of high-level communications and correspondence including briefings, reports, submissions and notes to ensure comprehensiveness, accuracy, and timeliness of written information.</li> <li>Provide project management support, including coordination, governance oversight, and implementation assistance for priority reforms and organisational initiatives.</li> <li>Research, develop and prepare complex business cases, briefings, discussion papers, high-level correspondence, including liaising with key stakeholders.</li> <li>Develop and maintain productive relationships with internal and external stakeholders to support service delivery, provide sound advice, and achieve organisational outcomes.</li> <li>Identify and respond to emerging issues, providing timely advice and coordinating appropriate action to ensure effective resolution with minimal risk to the organisation.</li> </ul>	
<b>Essential Criteria</b>	
<ul style="list-style-type: none"> <li>Business Administration qualification or equivalent.</li> <li>Minimum 3-5 years' experience in senior administrative, CEO support, project coordination, or policy role, ideally within a not-for-profit, health, or community services environment.</li> <li>Excellent oral and written communication skills, including demonstrated experience researching and preparing business case documents, executive reports, and briefing papers.</li> <li>Proven ability to establish and maintain strong and effective working relationships and communication channels with senior executives, senior management and a diverse range of professionals, ensuring smooth flow of information across Carpentaria and stakeholders.</li> <li>Highly developed organisational skills with the capacity to work under pressure, manage competing priorities and deliver high-quality outputs within tight timeframes.</li> <li>Excellent interpersonal and communication skills with the ability to influence, negotiate and build strong partnerships.</li> <li>Flexibility and work ethic that prioritises positive outcomes.</li> </ul>	

- Commitment to human rights, person-centred approaches and Carpentaria's organisational values.
- Current Working with Children clearance (Ochre Card), Criminal History Check, NDIS Worker Screening and NT Driver's Licence.


**Preferred Criteria**

- Relevant tertiary qualifications or sound experience in a similar position.

**Values and Behaviours Required**

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach.
- Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
- Demonstrated adherence to legislation, policies and procedures and a commitment to Equal Employment Opportunity, WHS, Risk Management and Quality Improvement practices.

Authorised by the CEO: \_\_\_\_\_



Date: \_\_\_\_\_

1/06/2026