

Position title	Executive Assistant to Executive Team
Reports to	Chief Executive Officer (<i>day-to-day coordination across Executive Directors</i>)
Award agreement	Health and Allied Services, Managers and Administrative Workers Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022 – 2026
Classification	Admin Officer Grade 3

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	Courage • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities Empathy • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully Integrity • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust Achievement • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Executive Leadership team

The Executive Assistant provides high level executive support to the office of the Chief Executive Officer (CEO) and the YourCH Board of Directors. The CEO leads the organisation on behalf of the Board of Directors and has direct responsibility for the Executive Leadership Team. The CEO leads YourCH's passionate and enthusiastic staff working towards our vision of health and wellbeing for everyone, and creating an environment that is diverse, inclusive and culturally safe for staff, clients and community.

Position Purpose

The Executive Assistant provides high-level executive, administrative and governance support to the Executive Directors, enabling the effective leadership and operation of their portfolios. The role coordinates executive priorities, governance activities and key initiatives, while fostering collaboration across the Executive Office to support organisational outcomes.

The role also provides governance support to executive sub-committees and works closely with the Executive Assistant to the CEO to ensure alignment, consistency and the efficient delivery of cross-organisational priorities across the Executive Office.

Position Responsibilities

Governance Support – sub-committees and portfolio governance

- Provide comprehensive governance and administrative support to the Board and its Finance & Audit and Quality Subcommittees. This includes:
 - Coordinating meeting schedules, agendas, papers and minutes.
 - Managing meeting logistics, documentation and records.
 - Developing, maintaining and monitoring subcommittee work plans and action registers.
- Circulate information, meeting agendas and minutes in a timely and accurate manner in accordance with the Constitution of YourCH.
- Attendance at all Board Sub Committee meetings, and Board as required.
- Support consistent governance practices across committees, aligned to YourCH standards
- Maintain relevant registers, records and documentation for committees and portfolio governance
- Support timely and accurate information flow between committees and Executive Directors
- Support the CEO EA to arrange the Annual General Meeting and any Special General Meeting and attend to advertising, set-up arrangements, agenda and minutes in accordance with the Constitution of YourCH.

Executive support to Executive Directors

- Provide high-level executive support across two or more Executive Directors, including:
 - Diary and email coordination (as required)



- Preparation of correspondence, reports, briefings and presentations
- Records and document management
- Coordinate Executive-led meetings including agendas, papers and minutes
- In conjunction with the CEO, develop agendas for all meetings overseen by the CEO, reporting to the Board or as directed and take Minutes such meetings as required.
- Maintain action lists and track key deliverables, following up to support timely completion
- Support prioritisation and workflow management across executive portfolios
- Act as the point of contact with external stakeholders and screen incoming calls to the Executive Directors and redirect to appropriate officers for attention.
- Representing the ED's professionally in all communication.
- Reconciliation of the ED's corporate credit card.

Additional Cross-Organisational Administrative Support

- Support the development and publication of the Annual Report and Quality Accreditation processes.
- Maintain cross organisational databases including MOU partnerships and service agreements database and research register.
- Coordinate and develop various projects as delegated by the Exec Director or CE.
- Co-ordinate and manage agenda, minutes, room bookings and catering for other organisational meetings as directed with the EA to CEO

Position Requirements

Skills, experience and competencies

- Hold and maintain current Australian driver's licence with no restrictions

Skills and competencies

- Excellent interpersonal skills with a demonstrated ability to effectively liaise with both internal members of the organisation and external agencies.
- Well-developed oral and written communication skills including the ability to develop press releases and publication skills of a high order.
- The ability to work collaboratively with the Chief Executive Officer, the Directors, the Board, Executive Directors and team members of YourCH to achieve organisational goals and objectives.
- Understanding of the role of the executive team including governance, operations, community health and highly developed professionalism and confidentiality.
- Organisational skills of a high order including the ability to set priorities, meet deadlines and to remain flexible to competing demands.
- The proven ability to apply initiative and problem-solving skills to enhance business outcomes.
- Strong project coordination skills, with the ability to plan an activity end to end while communicating and coordinating effectively with stakeholders to meet the required deadlines.
- High levels of emotional intelligence and social awareness with the ability to understand, use, and manage your own emotions in positive ways to communicate effectively, empathise with others and overcome challenges.
- A commitment to the values of the YourCH values and the ability to quickly acquire knowledge of its services and goals.
- The ability to represent YourCH in a professional manner demonstrating a high level of integrity and a client-focused attitude.
- Excellent word-processing and keyboard skills in addition to high level of competency in the Microsoft Office suite of products.
- Strong experience in use of office equipment.
- Strong administrative, report writing, co-ordination and project management skills with attention to detail and the demonstrated ability to undertake tasks with minimal direction.

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures.

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988.
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.