

Position title	Executive Assistant to Executive Director IPC
Reports to	Executive Director Integrated and Primary Care
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 LGBTIQ+, 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 Integrated & Primary Care

The Integrated & Primary Care Team is a directorate of YourCH which provides the delivery of coordinated, person-centred services which are organised around an individual's health and social needs. It aims to reduce confusion, delays, duplication, service gaps, and the risk of people becoming lost within the healthcare system.

This directorate includes the Medical Services, Urgent Care and Oral Health teams.

As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Executive Assistant to the Executive Director IPC, provides high-level executive, administrative and governance support to enable the effective leadership of the IPC portfolio. The role ensures the efficient coordination of executive priorities, governance processes and strategic initiatives, while working collaboratively across the Executive Office to support organisational objectives and the delivery of high-quality outcomes.

Position Responsibilities

Executive support to Executive Director

- Provide high-level executive support for the ED including diary and email coordination, prepare and support the development of briefings, reports and presentations, including synthesising information from multiple sources and ensure organisation and management of records and documentation.
- Coordinate Executive-led meetings including agendas, papers and minutes
- Support planning and coordination of key portfolio priorities, projects and initiatives
- Assist in maintaining visibility of priorities, timelines and deliverables across the portfolio
- Facilitate communication and coordination across teams to support implementation
- Support prioritisation and workflow management within and 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.
- Monitor progress of key portfolio priorities, identifying risks, delays or gaps and escalating where required
- Support Executive Directors to ensure actions and decisions are clearly documented, communicated and progressed
- Assist in coordinating inputs across teams to ensure timely delivery of reports, projects and initiatives

- Prepare and support the development of briefings, reports and presentations, including synthesising information from multiple sources

Governance and Portfolio oversight Support

- Support governance processes as part of enabling effective portfolio oversight and organisational accountability.

Additional Cross-Organisational Administrative Support

- 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.
- Work in close partnership with the Executive Assistant to the CEO to coordinate Executive Leadership Team processes, cross-organisational workflows and key deliverables
- Ensure alignment and consistency of communication, reporting and governance practices across the Executive Office

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- 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, Executive Directors and team members of YourCH to achieve organisational goals and objectives.
- Understanding of the role of the executive team including 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.
- Excellent word-processing and keyboard skills in addition to high level of competency in the Microsoft Office suite of products.
- 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 LGBTIQA+ communities to apply.