

Position description

Position:	Executive Assistant and Board Secretary
Reports to:	Chief Executive Officer (CEO)
Department:	CEO Office
Award:	Award Free

About the Victorian Healthcare Association

Established in 1938, the Victorian Healthcare Association (VHA) elevates a unified member voice to government, influences policy on sector critical issues, and presents forward-thinking solutions to achieve a strong healthcare system that meets the needs of all Victorians.

The VHA connects members at executive and director levels to shape advocacy and support collaboration. Through a deep understanding of Victoria's public healthcare sector, the VHA supports sector capability through the delivery of tailored development programs to meet the growing demands of Victoria's current and future healthcare leaders.

VHA members represent 85% of Victoria's publicly funded health sector and span a range of healthcare organisations. VHA members include Hospitals and Health Services, Community Health Services, Bush Nursing Centres, Specialist Care Services, Public Sector Residential Aged Care Services and non-bed-based services, such as Early Parenting Centres and patient transport services. Working from metropolitan through to rural areas, VHA members deliver accessible healthcare services in line with the needs of the Victorian community.

Values of the VHA

The VHA team consists of experienced association professionals in the areas of policy and advocacy, sector capability, and corporate services. The team is dynamic, collegiate, and solutions-focused, with all staff playing a key role in shaping and influencing workplace culture.

The VHA's values underpin the team's approach to each other, our stakeholders, and more importantly, our members.

The VHA values are:

- Dare to lead
- Push beyond boundaries
- Better together
- Celebrate success

Position purpose

The Executive Assistant and Board Secretary is responsible for providing high-level executive, secretarial and administrative support to the VHA CEO, while contributing to the effective coordination of activities across the VHA.

The role provides comprehensive Board Secretariat and governance support to the VHA Board and Board Committees, and subsidiaries as required respective subcommittees. This includes liaising with Board and Committee Chairs, coordinating meeting schedules and papers, preparing agendas and minutes, maintaining accurate governance records, monitoring actions and supporting compliance with relevant governance requirements.

The Executive Assistant and Board Secretary works closely and collaboratively with the CEO, the Board and Committee Chairs, Board Directors, General Manager, Corporate Services, the VHA Leadership Team (VLT) , and all staff across the VHA to support effective communication, coordination and organisational operations. In addition, the Executive Assistant and Board Secretary plays an important role in direct engagement with members and stakeholders on behalf of the CEO and Board.

Organisational relationships

Supervisor	CEO
Direct reports	Currently N/A
Internal relationships	• Chief Executive Officer • Board • VHA Leadership Team (VLT) • All VHA staff
External relationships	• Members • Key stakeholders including, government, corporate partners, community, other agencies/associations, and other stakeholders. • Professional networks

Key responsibilities and areas of accountability

Key duties include, but are not limited to:

Executive Support functions:

Provide executive support to the CEO:

- Provide high-level, professional secretarial support to the CEO while managing competing priorities, urgent and/or complex issues.
- Ensure the highest levels of confidentiality are maintained.
- Ensure the most effective use of the CEO's time by utilising a high-level of organisational knowledge, scan, analyse and prioritise enquires to the CEO and allocate them to the appropriate areas of the VHA.
- Initiate and maintain close communication and effective relationships with board directors, members, stakeholders, VHA executives, and relevant agencies in order to collect or impart information, arrange meetings or any other matters impacting the CEO.

- Demonstrate self-initiation and good judgement in relation to prioritisation of demands to provide prompt attention with prompt action.
- Maintain strategic and day to day oversight of the CEO's diary, manage logistics and the co-ordination of key meetings and events to ensure the CEO's time is effectively and efficiently managed.
- Make decisions, provide information, and deal independently with members and internal and external stakeholders, including senior stakeholders within ministerial offices and government departments, on matters in a way that reflects favourably on the VHA.
- Attend to and direct urgent matters submitted for the CEO's consideration/approval and determine necessary priorities, approval methods and ensure necessary follow up action is taken.
- Exhibit a high level of autonomy, diplomacy, and confidentiality and champion VHA's culture and values.
- Administer and attend VLT meetings as required.

Board Secretariat functions:

Provide high-level, professional secretariat support to the VHA Board, Board Committees, and subsidiaries as required:

- Coordinate the operation of secretariat services for the Board and associated committees, including preparation of agenda, minutes, and papers, and follow up action items.
- Provide Executive Assistant support to the Board Chair in relation to VHA activities, in conjunction with their Executive Assistant from their substantive role outside the VHA.
- Act as a conduit between VHA staff and the Board and Board Committees.
- Where appropriate, author Board papers or draft paper frameworks for completion by the CEO.
- Oversee all Committee schedules and ad-hoc meeting requirements and logistics, including coordinating diaries and travel, room-set up and catering, and review and distribution of papers.
- Ensure the quality and timeliness of the meeting papers in accordance with company requirements and compliance.
- Maintain Board information in accordance with board policies and procedures.
- Coordinate the annual Board Appointments/elections, the Annual General Meeting and induction process.
- Assist with administration of director compliance reporting, and declarations/conflicts of interest.
- Organise and assist with the review of board policy documents and procedures.
- Assist the Company Secretary (e.g., the CEO) in answering ad-hoc and general enquires to board members and board related matters.

General Administrative functions:

- Prepare, collate, and distribute general and leadership team agendas, minutes and papers as required.
- Arrange travel and registrations for the CEO and VLT as required.
- Collaborate with other corporate and administrative staff, including the provision of leave coverage.
- Assist in the provision of event services, such as conference room bookings and registration support.
- Other administration tasks and duties as reasonably directed, from time to time.

Contribute valuably to the VHA culture:

- Foster and maintain a commitment to a collaborative and professional culture within the

VHA team.

- Carry out activities as directed by VHA to support the VHA's program of work.
- Assist the CEO in executing the operational objectives and strategic objectives of the VHA.

Quality and risk management

- Comply with all VHA lawful and reasonable directions including, but not limited to policies, procedures, and Code of Conduct. All employees are responsible for the effective management of risk, including the identification and reporting of potential hazards. All staff must comply with the VHA Risk Management Policy and associated procedures.
- All employees must undertake their responsibilities adhering to Occupational Health and Safety (OH&S) legislation and the VHA OH&S Policy and associated procedures.

The above list may not be exhaustive, and you may be required to perform ad hoc duties, as directed by the CEO or VHA. The role may change to meet the objectives of the organisation.

Inherent job requirements

The VHA will take all reasonable steps to accommodate the abilities and needs of all staff members and prospective staff members within the inherent job requirements of the role.

Activity/Requirements	Frequency – Daily/ Regular/ Occasional
Strong problem-solving skills	Daily
Work on multiple aspects of multiple events/meetings/projects simultaneously, juggling priorities to ensure the best outcome for each.	Daily
Valid Australian Driver's License	Occasional
Attendance, and representation at VHA forums and VHA approved events	Occasional
Excellent oral and written communication skills	Daily
Ability to perform physical labour or manual labour	Regular
Sitting and standing at a desk for extended periods of time	Daily
Use of computer screen for extended periods of time	Daily
Undertake after hours work	Occasional
Ability to undertake interstate and rural and regional travel by plane or car, if required.	Occasional

Capability framework – key selection criteria

Essential Qualifications and experience	1. A tertiary qualification in a relevant field such as business administration is desirable, however, equivalent work experience will be considered. 2. Prior experience in executive assistance and board secretariat duties. 3. Experience managing and prioritising a high-volume of engagements, activities and tasks within an executive office. 4. Experience engaging and communicating with a large and diverse stakeholder portfolio, preferably within an advocacy focussed organisation 5. Experience in database management and use of IT platforms to efficiently manage CEO and Board activities. 6. Experience working in a collaborative and integrated team, across units and functions. 7. Demonstrated experience working autonomously and with a high degree of initiative and integrity.
Desirable experience	1. Experience in not-for-profit organisations. 2. Experience in member-based organisations, associations or peak bodies. 3. Familiarity with the healthcare sector.
Skills	• Managing competing priorities - Excellent organisational skills with the ability to prioritise a range of competing demands, plan to achieve priority outcomes and respond flexibly to changing circumstances. • Think and solve problems – Think, analyse and consider the broader context to develop practical solutions. • Effective communication - Communicate clearly, actively listen to others, and respond with understanding and respect. • Work collaboratively - A track record of building cooperation and overcoming barriers to information sharing and communication, including a demonstrated ability to gain consensus and resolve issues and conflict. • Demonstrate accountability - Be proactive and responsible for own actions and adhere to policy and guidelines. • Manage self - Show drive and motivation, an ability to self-reflect and a commitment to learning. • Technology - Understand and use available a wide range of technologies to maximise efficiencies and effectiveness.
Other Selection Criteria	• Commitment to the values and long-term goals of the VHA, including a willingness to meaningfully contribute to a dynamic and solutions-focused team. • Willingness to support the development of a culture of success including critical thinking, professional debate, risk assessment and strategic prioritisation. • A good understanding of, or willingness to learn about, Aboriginal culture, values and protocols and a demonstrated capacity to work in a culturally informed and respectful manner. • Undertaking activities required under the VHA's Reconciliation Action Plan

	(RAP) as related to this role, and as required. • Demonstrate inclusive behaviour and show respect for diverse backgrounds, experience, and perspectives. • Takes personal responsibility for awareness and compliance with all procedures, standards, practices, and policies of the VHA. • An understanding of relevant legislation, regulations and protocols including the Workplace Health and Safety Act 2011, Equal Opportunity Act 2010 and privacy affecting associations. • Willingness to acquire new skills and willingness to undertake further training.
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Declaration statement:

- I understand I may be required to undertake alternate tasks and duties as may be required from time to time which are not listed in this statement, as directed by my supervisor.
- I will provide assistance to other employees as may be reasonably required.
- This position title, reporting line and duties may change in the future in accordance with changes to the organisation structure.
- I acknowledge and have read and understood this position description and agree to carry out my duties to meet these outcomes to the best of my ability.
- My position description has been explained to me in detail, and I understand and accept the accountabilities and expectations of the role.

Employee acceptance:

Name:

Signature:

Date:

VHA representative approval:

Name: Kate Linton – GM - Corporate Services

Signature:



Date: 29/08/2026