

Position description

Position title	Executive & Team Support Officer
Position status	Part time, 2–3 days per week (0.4–0.6 FTE)
Salary	\$85,000 - \$95,000 FTE (pro-rated) + 12% Super
Reports to	Chief Executive Officer
Direct reports	Nil
Place of work	Flexible/remote with regular in-person attendance at meetings and Bunjil Place as required. Infrequent interstate travel may be required.
Date	September 2026

About SECCCA

SECCCA is a partnership of local governments in South East Melbourne. SECCCA's purpose is to accelerate climate resilience across the region by convening stakeholders, catalysing shared projects, and championing the policy and investment settings our communities need. We deliver practical, evidence-based initiatives that reduce emissions, strengthen preparedness for extreme weather, and achieve economies of scale for our member councils – contributing to our vision of a vibrant, prosperous, and climate-safe region.

Position objective

SECCCA requires an Executive & Team Support Officer to provide effective and efficient executive support to the Chief Executive Officer and administrative support to the broader SECCCA team.

The role combines executive-level support – including Executive Committee coordination, diary management, and CEO briefing support – with team-wide administration covering meeting coordination across SECCCA's governance forums, employee support, event logistics, and operational workflows. The incumbent will play a pivotal role in ensuring the smooth functioning of a small, high-performing organisation that operates across three strategic pillars: Convene (bringing stakeholders together), Catalyse (delivering emissions reduction and climate adaptation projects), and Champion (advocating for policy and investment settings).

Administrative and event coordination capability is foundational to SECCCA's operational rhythm. This role ensures the organisation maintains strong administrative systems, meets governance and compliance requirements, and provides reliable coordination across SECCCA's planning cycles, meeting cadence, and stakeholder engagement activities.

The role also presents the opportunity to be involved with and support a range of interesting and leading-edge climate resilience and adaptation activities.

Key responsibilities

Executive support

- Coordinate the Executive Committee (Executive Board) including agenda development, preparation and distribution of board packs, minute taking, and follow-up of action items
- Provide email, diary and calendar management for the Chief Executive Officer
- Support the CEO with briefing preparation, correspondence, and administrative tasks
- Coordinate the Annual General Meeting including preparation of documentation and logistics
- Support audit preparation processes and compliance requirements

Meeting & forum coordination

- Coordinate Mayoral Forum meetings and Leaders Forum including agenda development, minute taking, and administrative support
- Coordinate meetings with council CEOs and other senior stakeholders including agendas, minutes, and follow-up actions
- Support coordination of SECCCA Advisory Group (SAG) meetings and project briefings as required
- Coordinate Bunjil Place booking arrangements and other meeting logistics
- Manage the meeting calendar across the organisation, aligned with SECCCA's annual workplan and governance cycle

Team & organisational support

- Support weekly team meetings including agenda, action items and workplan updates
- Provide employee support including inductions, performance review coordination, training arrangements, and travel and accommodation bookings
- Coordinate HR processes including position descriptions, job advertisements, and interview coordination
- Ensure policies and procedures are documented and updated, including the SECCCA handbook
- Coordinate event support for Forums, round tables, conferences, and team planning days including logistics and administrative arrangements
- Track team work-in-progress (WIP) and maintain project tracking systems
- Support annual report development and other organisational reporting processes
- Coordinate team events and activities
- Support the CEO and Operations Manager to lead and administer the organisation, including liaison with the finance support team and stakeholder database management
- Provide administrative support to the SECCCA team as required. As a small and nimble team, all members contribute to administration and operational tasks within their expertise areas and assist other team members on organisational priorities.

Position requirements

Accountability and extent of authority

The incumbent is responsible and accountable for:

- Detailed and accurate notes and minutes across multiple forums including the Executive Committee, Mayoral Forum, and CEO meetings
- Efficient development of agendas, management of calendars and event organisation
- Coordination of HR and employee support processes
- Maintaining accurate tracking of organisational work-in-progress
- Supporting audit, AGM, and compliance requirements

- Professional and discreet handling of confidential and sensitive information, including governance matters

Judgment and decision making

The incumbent is required to:

- Work independently with guidance from the CEO, and provide support to the broader team
- Exercise sound judgment and provide strong problem-solving abilities for administrative and operational challenges
- Ensure that matters are escalated to the Chief Executive Officer when appropriate
- Manage multiple priorities and deadlines effectively across SECCCA's governance, planning, and project cycles

Specialist knowledge and skills

The following knowledge and skills are required:

- Executive administration and committee/board coordination
- Meeting management and minute taking across governance and operational forums
- Calendar and diary management across multiple stakeholders
- HR coordination and employee support processes
- Event coordination and logistics
- Time and workload management
- Project tracking and work-in-progress management
- Proficient in the use of Office 365 applications and experience or ability to learn Zoom, Teams, Menti, Miro, Eventbrite and other applications as required

Interpersonal skills

The following interpersonal skills are required to be demonstrated:

- Attention to detail
- Highly self-motivated with a well-developed ability to self-direct
- High level of organisation including the ability to seek assistance with prioritising tasks where necessary
- Demonstrated ability to work as an effective team member and to establish and maintain collaborative working relationships
- Professional and discreet handling of confidential information

Key selection criteria

- Excellent written, communication and organisational skills with experience in executive administration
- Strong meeting coordination and minute-taking skills across governance and operational forums
- Demonstrated experience in diary and calendar management across a spectrum of stakeholders
- Ability to manage complex administrative projects and competing priorities, including governance cycles and event logistics
- Proficiency in relevant software programs including Microsoft Office suite
- Ability to engage professionally with people in various roles including local government councillors, executives and officers
- Strong organisational and coordination skills with attention to detail

Desirable

- Working knowledge of local government
- Awareness of sustainability and climate change issues
- Experience in HR coordination processes

Prerequisite

- Hold a current Victorian Driver's Licence
- Undertake and maintain a current National Criminal Records Check
- Valid Right to Work in Australia visa or proof of permanent residency

Work location

SECCCA does not have a dedicated office, however the team has a regular workday at the City of Casey and visits member councils frequently. On other days, team members work from home. This role is flexible and remote-based, working 2–3 days per week, with some in-person attendance at meetings and Bunjil Place as required.

Compliance with SECCCA guidelines and policies

SECCCA is an equal opportunity employer that encourages people of all genders, from culturally diverse backgrounds, people with a disability, and Aboriginal and Torres Strait Islander peoples to apply. We are committed to a culturally safe workplace that fosters diversity and inclusion and to the protection of children against child abuse in line with the Victorian Child Safe Standards.

Application process

Apply via Ethical Jobs by submitting your resume and a cover letter addressed to the CEO including your response to the key selection criteria (maximum 5 pages in total). Applications close 5.00pm Friday, 18 September 2026. For any enquiries, please email admin@seccca.org.au.