

POSITION DESCRIPTION

Business unit:	Language Disorder Australia
Position title:	Executive Assistant to the Chief Executive Officer
Employment type:	Full-time Permanent
Reporting to:	Chief Executive Officer
Date reviewed:	November 2022

Primary Purpose – Vision, Mission and Strategy

The vision for Language Disorder Australia is to ensure extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, so they can connect, belong and achieve.

The role of the Executive Assistant to the CEO is responsible for the provision of confidential, executive support to the CEO, the Executive Leadership Team and the operations of the Board.

Working Relationships

- The Executive Assistant reports to the Chief Executive Officer.
- The Executive Assistant supports the governance arrangements of the Board and Executive Leadership Team.
- The Executive Assistant provides excellence in professional administrative support to the CEO and ELT while demonstrating high-level initiative in the management of key activities across the Organisation.
- The Executive Assistant holds the position of Privacy Officer for the Organisation.

Language Disorder Australia Values

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Main duties and responsibilities

- Manage the office of the CEO with confidentiality and proficiency.
- Manage the diary of the CEO to meet competing demands.
- Undertake the secretariat role for meetings, including preparing agendas, minutes and follow up actions.
- Ensure the CEO is well briefed, and information is provided prior to appointments.
- Maintain awareness of matters coming in to and out of the CEO's office.
- Act as Privacy Officer for the Organisation.
- Proactively manage correspondence and enquiries, including the preparation of responses as required, keeping the CEO updated.
- Ensure discretion, maturity, diplomacy and judgement in all dealings with the office of the CEO.
- Support the CEO by proactively responding to enquiries from Board Members, staff and other stakeholders.
- Manage the governance requirements of the Board, including assisting in the preparation and distribution of Board information packs and meeting papers.
- Manage the planning and coordination of events, workshops, functions, seminars and meetings.
- Organise travel requirements for the CEO and Executive Leadership Team.
- Undertake projects, as allocated, in a timely manner.
- Manage the organisation's archiving process and all related documentation and records.
- Support the Executive Leadership Team where required.

- All other duties as directed by the CEO.

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- Minimum 5 years proven experience at a senior level.
- Appropriate qualifications and experience commensurate with the role.

Knowledge, skills and experience

Essential:

- Experience in providing high level executive support.
- High level administration skills and attention to detail.
- Proven ability to prioritise work within tight timeframes to meet organisational requirements.
- High degree of drive, initiative, enthusiasm, diplomacy and confidentiality.
- Excellent oral and written communication and interpersonal skills with the ability to negotiate and problem solve where appropriate.
- Ability to work autonomously as well as part of a team.
- Proven experience in managing meeting agendas, minutes and follow up actions.
- Advanced skills in Microsoft Office.

Mandatory Requirements

- Relevant Working with Children check. i.e. a current Blue Card, Exemption Card, QCT registration or other acceptable evidence.
- Australian Driver Licence (Class C).
- Up to date relevant vaccinations (including Covid vaccinations and boosters).

Signature

I have read and understood the attached position description. I have signed below to indicate my understanding.

Signed: _____ Date: ____/____/____

Print name: _____