

## POSITION DESCRIPTION

<b>Job title:</b>	Executive Assistant
<b>Reporting to:</b>	Chief Executive Officer
<b>Classification level:</b>	RA Level 3
<b>Salary range:</b>	\$80,000 - \$95,000 per annum plus superannuation
<b>Term:</b>	Full-time, fixed-term contract until 30 June 2025
<b>Location:</b>	Sydney
<b>Reviewed:</b>	May 2023

### ORGANISATIONAL OVERVIEW

Reconciliation Australia is an independent, national, not-for-profit organisation promoting and facilitating reconciliation by building relationships, respect and trust between the wider Australian community and Aboriginal and Torres Strait Islander peoples. Our vision is for a just, equitable and reconciled Australia.

### POSITION PURPOSE

The Executive Assistant provides proactive, professional executive and administrative support to the Chief Executive Officer (CEO) and Senior Executive Team (SET). In consultation with the Chief Operating Officer (COO), provide supplies and facilities coordination to the Sydney office, and support other facilities and staff as needed. Provide all administrative and logistical support to the Board of Directors and related activities.

### DUTIES

Executive and administrative support

- Provide high level executive and administrative support to the CEO including diary management, co-ordinating and managing appointments and travel.
- Provide information to the CEO on policies, procedures, and confidential enquiries.
- Coordinate and draft CEO and Board related correspondence.
- Coordinate and plan projects as directed by the CEO.

## DUTIES

Client focused service	<ul style="list-style-type: none"><li>• Liaise effectively and productively with other areas of Reconciliation Australia to:<ul style="list-style-type: none"><li>○ provide administrative support to senior managers when required, and</li><li>○ support consistent and effective communication with and across all teams and staff.</li></ul></li><li>• Liaise effectively and productively with Reconciliation Australia's Board of Directors.</li><li>• Engage and confidently communicate with a range of external stakeholders including ministerial offices, corporate executive teams, First Nations' leadership and other senior stakeholders.</li></ul>
Board and planning support	<ul style="list-style-type: none"><li>• Key contact and liaison for all Board Directors including:<ul style="list-style-type: none"><li>○ Plan, arrange and facilitate Board Director meetings;</li><li>○ organise travel for Board Directors;</li><li>○ organise events associated with Board Directors meetings;</li><li>○ preparation of the agenda;</li><li>○ preparation and distribution of board papers and relevant documents;</li><li>○ take minutes at board meetings; and</li><li>○ other activities as directed by the CEO.</li></ul></li><li>• Organise SET meetings including preparation and distribution of agenda, action items, minutes and relevant documents.</li><li>• Organise monthly staff meetings including liaising with CEO, SET and senior managers to agree agenda, collate and distribute meeting papers and take minutes.</li></ul>
Office coordination	<ul style="list-style-type: none"><li>• In consultation with the Corporate Services team:<ul style="list-style-type: none"><li>○ manage and maintain office supplies and facilities for the Sydney office and other offices as required</li><li>○ Support corporate processes and policy implementation.</li></ul></li><li>• Organise induction meetings for new starters with General Managers, HR, Finance and IT.</li><li>• Organise and manage staff events.</li></ul>

## SELECTION CRITERIA

**Essential:**

1. Demonstrated experience as an executive assistant or experienced administrator.
2. High level written and communication skills, with demonstrated ability to liaise with a variety of internal and external stakeholders.
3. Proven organisational skills with the ability to manage competing priorities and meet deadlines with a high level of accuracy.
4. Strong client focused skills when developing and engaging networks in a culturally diverse environment.
5. An understanding of the issues affecting Aboriginal and Torres Strait Islander peoples, and an ability to communicate appropriately with Aboriginal and Torres Strait Islander people.
6. Ability to work in a team environment as well as independently.
7. Experience with the Microsoft suite of products, video conferencing platforms and project management software.
8. Commitment and willingness to learn about and contribute to reconciliation between Aboriginal and Torres Strait Islander peoples and other Australians.