

# Position Description

<b>TITLE OF POSITION:</b>	<b>EXECUTIVE ASSISTANT</b>
<b>POSITION TYPE:</b>	<b>FULL-TIME</b>
<b>TEAM:</b>	<b>CEO AND BOARD</b>
<b>REPORTS TO:</b>	<b>CEO</b>
<b>LOCATION:</b>	<b>MELBOURNE</b>
<b>DATE ESTABLISHED:</b>	<b>2018</b>

<b>ABOUT NO TO VIOLENCE</b>
<p>No to Violence (NTV) is the largest peak body for organisations and individuals working with men to end family violence in Australia. We also provide telephone counselling, information and referrals for men in Victoria, New South Wales and Tasmania. We are a pro-feminist organisation and we acknowledge the gendered nature of family violence. The safety of women and children is central to what we do, and their voices must be heard. We have established standards of practice for professionals and continuously ensure workers in this field have the right skills. We have been supporting callers, policy-makers and professionals for over 25 years and as a result of this, we are the 'go to' organisation in this field.</p>

<b>PURPOSE OF THE POSITION</b>
<p>The role of Executive Assistant is to provide comprehensive secretarial and administrative support to the CEO and provide administrative support to the Board of Governance and any associated subcommittee. The Executive Assistant will also provide support to the Executive Team and other staff across the organisation as required to ensure the smooth operation of the organisation.</p>

<b>KEY RESULT AREAS</b>	
<b>KEY AREA:</b>	<b>KEY ROLES AND RESPONSIBILITIES</b>
<i>Support for the CEO</i>	<ul style="list-style-type: none"> <li>• Manage the CEO's diary, telephone calls and emails</li> <li>• Arrange internal, external, interstate and international meetings, and any associated travel and accommodation</li> <li>• Effectively support the CEO by providing time management of all activities and prioritising the CEO's time appropriately.</li> <li>• Manage the preparation of, and response to, CEO correspondence (electronic, mail and otherwise)</li> <li>• Identify, anticipate and prepare information requirements of the CEO for meetings, appointments and presentations, and follow up inwards and outwards requests for information, outstanding reports, and correspondence.</li> <li>• Assist with reporting requirements, including against NTV's strategic outcomes.</li> <li>• Complete the reconciliation of the CEO's monthly expenses and any reimbursement claims</li> <li>• Provide IT support to the CEO</li> <li>• Carry out ad hoc requests as required by the CEO</li> </ul>
<i>Support for the Board of Governance</i>	<ul style="list-style-type: none"> <li>• Act as first point of contact for all Board queries and respond effectively</li> <li>• Schedule and coordinate Board of Governance and Subcommittee meetings</li> </ul>

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KEY RESULT AREAS	
KEY AREA:	KEY ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Prepare agenda and documents for all Board and Subcommittee meetings and provide these to the Board</li> <li>• Attend and take minutes of all Board and Subcommittee meetings</li> <li>• Manage travel and accommodation bookings for the Board when completing business for NTV</li> <li>• Prepare correspondence for the Board</li> <li>• Monitor inboxes for the Board when required</li> <li>• Coordinate administration for the Board, e.g. for ASIC</li> </ul>
<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Liaise with ministerial and senior government officials, family violence sector agencies, and other stakeholders in an efficient and professional way</li> <li>• Provide a positive customer focused response to all queries for the CEO and Board</li> </ul>
<b>Policies, procedures and systems</b>	<ul style="list-style-type: none"> <li>• Ensure a safe workplace, including responding to any OHS hazards or risks</li> <li>• Update organisational policies and procedures with reference to Board issues, as directed by the Board or Senior Leadership Team</li> <li>• Develop and maintain efficient, confidential and secure filing and archiving methods for the CEO and Board, including paper based and electronic files, and CRM</li> <li>• Utilise the strategic planning tool for the CEO</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Prepare agenda for Management Team meetings and take minutes</li> <li>• Take minutes at other meetings as required</li> <li>• Assist as required with any visitors or enquiries to the organisation</li> <li>• Provide administrative support across the organisation as required</li> <li>• Manage travel and accommodation bookings for other staff as required</li> <li>• Deliver other tasks and projects as required</li> </ul>

EXPERIENCE AND QUALIFICATIONS:
<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Significant prior experience in providing Personal Assistant and / or Executive Assistant support</li> <li>• Prior experience supporting a Board</li> <li>• Proven ability to manage multiple, changing and competing priorities with a high level of expertise and professionalism</li> <li>• Willingness to learn / adapt to new technologies and ability to troubleshoot basic IT problems</li> <li>• Excellent planning, time management and organisational skills and high attention to detail</li> <li>• High level of written and verbal communication skills</li> <li>• Excellent interpersonal skills and ability to maintain confidentiality</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>• Prior experience working in a not-for-profit or non-government organisation</li> <li>• An understanding of working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse communities, LGBTI people and people with disabilities</li> <li>• An understanding of the gendered nature of family violence and the need for appropriate responses</li> </ul>

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SKILLS, KNOWLEDGE AND EXPERIENCE:	
<i>Technical skills</i>	<ul style="list-style-type: none"> <li>▪ Advanced MS Office skills (Outlook, Word, Excel, PowerPoint etc.)</li> <li>▪ Intermediate to advanced CRM / database skills</li> <li>▪ Ability to learn new software and train others in using it</li> <li>▪ Confident in using a range of technology, including laptop, iPad / tablet, iPhone / smartphone, and in supporting others to use these</li> </ul>
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> <li>▪ Sound understanding of the need for a high degree of integrity and confidentiality</li> </ul>
<i>Professional Skills</i>	<ul style="list-style-type: none"> <li>▪ Able to work effectively with people at all levels, and to receive feedback in order to continually develop and improve knowledge and skills</li> <li>▪ Well-developed written and verbal communication skills</li> <li>▪ Good self-leadership and interpersonal skills</li> <li>▪ Able to influence others, with excellent team building, collaboration and partnering skills</li> </ul>

OTHER REQUIREMENTS
<ul style="list-style-type: none"> <li>• Must be legally entitled to work in Australia</li> <li>• Must have a current Australian police check (and international where applicable), and Victorian Working With Children Check</li> </ul>

PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> <li>• Decisiveness</li> <li>• Relationship building</li> <li>• Drive and commitment</li> <li>• Developing others</li> <li>• Empathy and cultural awareness</li> <li>• Commitment to NTV's values and culture</li> <li>• Ability to observe confidentiality, use discretion and initiative and work in a professional and ethical manner at all times</li> <li>• Strong leadership skills and the ability to develop effective working relationships with external clients, government departments and staff</li> <li>• Maintains the highest standard of personal conduct in performing all duties</li> <li>• Can be relied and depended on to get the job done</li> <li>• A willingness to challenge and be challenged</li> <li>• A strong client service focus</li> <li>• Positive and enthusiastic attitude</li> <li>• Confident with a high degree of motivation</li> <li>• Shows initiative</li> </ul>

ESSENTIAL SKILLS
<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills and the ability to develop effective working relationships with external stakeholders, government departments, staff and Board</li> </ul>

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## ESSENTIAL SKILLS

**Management:**

- Proven skills in managing day to day operations in a busy working environment

**Integrity:**

- Maintains the highest standard of personal conduct in performing all duties

**Reliability:**

- Can be relied and depended on to get the job done

**Accountability:**

- A willingness to challenge and be challenged

**Commitment:**

- A strong focus on delivering the best outcomes for service users and their families; members; partners; funders; and others involved with NTV
- Positive and enthusiastic attitude
- Confident with a high degree of motivation

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Signature of Job Holder

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Date signed