

Position Description

Title	Executive Assistant & Project Support
Business Unit	Housing & Property
Location	130 Lonsdale Street, Melbourne
Employment type	Part Time, Maximum Term
Reports to	Head of Housing Strategy & Asset Planning

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

The Executive Assistant and Project Officer role provides administrative and project support to the Head of Housing Strategy & Asset Planning within the Housing & Property Division.

2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Head of Housing Strategy & Asset Planning and direct reports
- Uniting Staff
- Executive and Divisional Assistants and other administrative support staff

External

- External stakeholders and suppliers as required, including government departments and the Uniting Church

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4. Key responsibility areas

Administration

- Preparing, modifying, formatting and editing documents including correspondence, reports, memos and emails
- Preparing and distributing meeting agendas and materials, attending meetings as required and attending to meeting outcomes including the taking, preparation, and distribution of minutes, action items and other follow up
- Develop and maintain systems and processes for the Head of Housing Strategy & Asset Planning
- Assistance to stakeholders on behalf of the Head of Housing Strategy & Asset Planning
- Calendar management and administrative assistance to the Head of Housing Strategy & Asset Planning
- Logistical support, planning, monitoring and prioritising for the Head of Housing Strategy & Asset Planning including travel arrangements, preparation/coordination of briefings and expense management
- Undertake administrative projects as agreed
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Provide out of hours support when required
- Other tasks as required or directed

Project Support

- Provide project support as assigned, including planning, documentation development, and information management.
- Coordinate and assist with the development of submissions for tenders and EOIs.
- Develop, streamline, and communicate systems and processes to manage workflow for submissions and projects.
- Project administration support with team members as required.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

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5. Performance indicators

- **Achieves results:** effective discharge of key responsibilities, quality and timeliness of outputs and deliverables, attention to detail and accuracy, strict maintenance of confidentiality.
 - **Values alignment:** Exemplifies and promotes Uniting's values, actively contributes to the enhancement of the values (both individually and within immediate team).
 - **Teamwork:** willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative and effective work environment.
 - **Professionalism:** Executes day to day activities in a positive, friendly and enthusiastic manner.
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6. Person specification

Qualifications

- Relevant tertiary qualification in a business administration related discipline and or extensive experience in a similar role

Experience

- Demonstrated experience working with senior leadership and supporting the executive leadership
- Strong experience liaising with senior internal and external stakeholders
- Experience implementing administration improvement initiatives with minimal supervision
- Extensive administration experience
- Experience in a project support role desirable

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
 - Proven intermediate expertise in the Microsoft suite of applications
 - Excellent verbal and written communication and interpersonal skills
 - Demonstrated initiative and problem solving
 - Well-developed organisational skills and attention to detail
 - Ability to work autonomously and as part of a team
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working with Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: