

Position Description



Title: Executive Support
Business Unit: Office of the CEO
Location: 250 Victoria Parade, East Melbourne
Employment type: Full Time | Ongoing
Reports to: Company Secretary & Executive Assistant

About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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 celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, trans, gender diverse and intersex (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

Position purpose

This role will be responsible for the provision of administrative support within the Office of the CEO supporting the Company Secretary & Executive Assistant to the CEO, the CEO, Board of Directors and Executive Leadership Team.

Scope

Budget: Nil **People:** Nil

Relationships

- Internal:**
- Executive Leadership Team (ELT)
 - Uniting Directors
 - Senior Leadership Group (SLG)
 - Executive/Division Assistants
- Uniting team members as required
- External**
- External stakeholders including members of parliament, government departments, other community service organisations, sector peak bodies and the Uniting Church
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Key responsibility areas

The position works within the Office of the CEO providing support to the CEO, Board of Directors and Executive Leadership Team.

Functional

- **CEO Diary and Logistical Support:** Scheduling appointments, responding to requests for meetings and organising logistics including travel bookings, meeting locations and meeting briefing packs.
- **Meeting Secretariat:** Assist with secretariat support to management and governance level meetings including scheduling meetings, meeting logistics, preparation of agendas, distribution of meeting papers, preparation of minutes and follow up of actions following meetings.
- **Correspondence & Communication:** Coordinating, formatting and distributing communication and correspondence.
- **Customer Service:** Acting as a point of contact for the Office of the CEO, the CEO and Board and responding to queries from staff and volunteers, stakeholders and consumers.
- **Administration Support:** Provide general administrative support to the Office of the CEO including expense and invoice processing, organising events and supporting organisational processes and functions.
- **File, Records and Data Management:** Maintaining and working to streamline file, records and data management.
- Formatting and editing documents and maintaining templates for documents including reports, briefings and presentations.
- Maintain detailed knowledge of organisational policies, systems and procedures
- Coordinate administrative projects in consultation with line manager
- Provide out of hours support when required
- Other tasks as required or directed

People and Teams

- Undertake regular supervision and performance review with line manager(s), providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

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Date Approved: February 2020	Printed copies of this document are not controlled.	Next Review Date: February 2021

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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.

Person specification

Qualifications

- Relevant tertiary qualification in a business administration related discipline and/or experience in an administration role.

Experience

- Previous experience working in a fast paced, professional environment.
- Experience providing administrative support to senior managers (administration assistant / team assistant role) in a role which included minute taking and document formatting.
- Customer service experience in a similar environment.
- Experience in diary management, travel arrangements
- Experience working with a document management system

Core selection criteria

- Ability to demonstrate and authentically promote Uniting’s values
- Demonstrated ability to work as a member of a team in a busy office environment, build strong relationships and adapt to daily challenges
- Confidentiality and discretion
- Excellent communication and interpersonal skills
- Proven intermediate expertise in the Microsoft suite of applications and the ability to support others to use technology
- Meeting coordination and document preparation, including the ability to accurately take minutes
- Demonstrated initiative and problem analysis and problem-solving skills
- Well-developed attention to detail and accuracy
- Excellent organisation skills with timeline management, ability to deal simultaneously with several matters and work to deadlines

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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 Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

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

	Employee	Manager
Name:		
Signature:		
Date:		