

WOMEN'S HEALTH VICTORIA POSITION DESCRIPTION

Position Title	EA to CEO/Administration Coordinator
Team	CEO/Business Services Team
Work location	Level 8, 255 Bourke St, Melbourne
Employment type	0.8 EFT until 30 June 2021
Classification	Level 3 Classification, WHV Enterprise Agreement 2018
Position reports to	CEO
Date Approved	January 2020

1. ORGANISATIONAL ENVIRONMENT

Women's Health Victoria (WHV) is a statewide women's health promotion, advocacy and support service with a proud history of over 25 years. We are an independent, feminist, not-for-profit organisation. We advocate and build system capacity for a gendered approach to health that reduces inequalities and improves health outcomes for women.

Our health promotion, information and support programs work with and for women, to identify and respond to service gaps and health inequalities in innovative ways. WHV works to improve the health and wellbeing of all Victorian women utilising a population-based social model of health framework.

WHV's strategic priorities are:

- prevention of violence against women (PVAW)
- sexual and reproductive health
- women and cancer;
- women's mental health and body image
- women's equality.

WHV is supported by a dynamic Board of 12 women and employees approximately 30 staff, although this varies from time to time depending on funding. Our core programs include Policy and Health Promotion, 1800 My Options and Counterpart. For more information about our organisation please consult our website at www.whv.org.au

The purpose of the role is to provide high level support to the CEO and coordinate a number of administrative and corporate activities to enable the organization to operate effectively and efficiently.

2 POSITION OBJECTIVES

- 2.1 To provide high level coordination and administrative support to the CEO including stakeholder management, diary management and meetings, board business, and correspondence.
- 2.2 To provide administrative and corporate support as part of the Business Services Team

3 KEY RESPONSIBILITIES

- 3.1 **To provide high level coordination and administrative support to the CEO including stakeholder management, diary management and meetings, board business, and correspondence.**

- 3.1.1 Provide efficient administrative support to the CEO by ensuring that work is completed in a timely manner and within deadlines.
- 3.1.2 Coordinate daily/weekly briefing packs including all papers for external meetings and committees
- 3.1.3 Manage and prioritise electronic diaries and arrange appointments/meetings as required.
- 3.1.4 Liaise with external stakeholders, including government and Ministerial offices, to ensure all requests are attended to and appropriately prioritised.
- 3.1.5 Assist CEO to prepare agendas and papers for relevant meetings, presentations, correspondence and reports as required
- 3.1.6 To support the Business Manager in the preparation of Board and other governance meetings including:
 - Coordinating Board and task group agendas and papers in conjunction with Managers
 - Preparing meeting rooms for Board related meetings including catering orders.
- 3.1.7 Coordinate meetings with Managers and other staff on a regular basis.
- 3.1.8 Coordinating internal group meetings on behalf of the CEO including regular meetings with Managers and the Culture Club.
- 3.1.9 Manage all correspondence relevant to the CEO including maintenance of correspondence register and drafting responses.
- 3.1.10 Maintain filing of both electronic and hard copy documents according to records management and legal requirements.
- 3.1.11 Arrange travel and accommodation for the CEO as required.
- 3.1.12 Coordinate CEO approval/signing of invoices, contracts etc.
- 3.1.13 Coordinate acquittal of CEO credit card and other expenses.
- 3.1.14 Contribute to the development of policies and procedures as they relate to the role.
- 3.1.15 Work with the Communications Coordinator to manage and respond to media enquiries, social media posts, website updates and coordinating the Annual Report.
- 3.2 To coordinate a number of administrative and corporate activities as part of the Business Services Team**
 - 3.2.1 Provide front of house assistance including phone reception and greeting visitors.
 - 3.2.2 Coordinate WHV generic emails and mail.
 - 3.2.3 Coordinate room bookings where conflicts occur
 - 3.2.4 Support use of technology for meetings including use of videoconferencing facilities
 - 3.2.5 Provide general administrative support to the Business Manager for the completion of various HR and other business-related documents, policies and procedures and reports as required.
 - 3.2.6 Maintain and purchase supplies of amenities, stationery consumables and printers.
 - 3.2.7 Maintain equipment functionality i.e. telephones, printers and photocopier.
 - 3.2.8 Maintain key supplier contacts/maintenance directory.
 - 3.2.9 Assist with planning and preparation associated with the Annual General Meeting including event coordination and post AGM compliance.
 - 3.2.10 Maintain membership database and respond to enquiries promptly.
 - 3.2.11 Maintain files and filing systems (paper and electronic).

3.2.12 Coordinate facilities and amenities including general maintenance and liaising with building management.

3.3 Responsibilities carried out by all staff

3.3.1 Promote WHV and its programs.

3.3.2 Participate in WHV strategic and operational planning processes.

3.3.3 Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.

3.3.4 Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.

3.3.5 Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.

3.3.6 Undertake other duties as directed.

3.3.7 Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.

3.3.8 Work within the organisational policies, procedures and Enterprise Agreement.

3.3.9 Support and be accountable for maintenance of a safe working environment.

4 ORGANISATIONAL RELATIONSHIPS

4.1 Internal:

4.1.1 Contribute to the culture of WHV incorporating co-operation, collaboration and shared accountability with other staff and WHV Board Members.

4.1.2 Reports to CEO

4.1.3 Works in close collaboration with Business Services Team, Communication Coordinator and other Managers.

4.2 External:

4.2.1 Key stakeholders, organisations and individuals whom WHV engages.

5. ACCOUNTABILITY

Accountable for delivering the position objectives and the position performance measures as agreed annually.

6. EXTENT OF AUTHORITY

6.1 Within the scope of the position, engage and/or supervise support staff and/or volunteers/students as required from time to time.

6.2 Expenditure within agreed budget.

7 SALARY AND EMPLOYMENT CONDITIONS

This is a fixed term, part-time position. The position is classified at Level 3 and attracts a salary of \$82,478.24 per annum, pro-rata. WHV Enterprise Agreement 2018 conditions and salary apply. In addition, employer superannuation guarantee and access to salary packaging applies.

8. WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION

WHV Enterprise Agreement 2018, Level 3 Classification definition is as follows:

8.1 Work is likely to be under limited guidance in line with a broad plan, budget or strategy. Responsibility and defined accountability for the management and output of the individual and for a defined function may be involved. The work of others may be supervised or teams guided or facilitated.

- 8.2 Work involves the exercise of a degree of autonomy and may involve the control of projects or programs. Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions. Assistance is available when required.
- 8.3 Competency at this level involves the self-directed development of knowledge with broad knowledge across a number of areas and/or mastery of a specialised area with a range of skills.
- 8.4 Competencies are normally used independently and may be non-routine. Judgement and discretion is required in dealing with clients, services, operations and processes.

9. ENTERPRISE AGREEMENT LEVEL 3 COMPETENCIES FOR THIS POSITION

- 9.1 Knowledge of relevant legislation, policies and procedures of the service to assist decision making and guide problem solving.
- 9.2 Ability to set individual work area objectives and clarify client needs and expected results. The people, funds, materials and equipment needed to carry out this work are identified and set down in an action plan.
- 9.3 Ability to practice principles of equity and non-discrimination in all aspects of work. Ability to develop and maintain a cooperative work group.
- 9.4 Ability to convey information, develop networks and promote the organisation to obtain work as well as seek feedback on client satisfaction.
- 9.5 Ability to identify, gather, analyse and apply information to achieve goals of the work area. Ability to present information in a way which is understandable to an audience and identifies options and recommends appropriate action.
- 9.6 Ability to identify and assess workplace change and explain it to others. Ability to support people in adjusting to any workplace change.
- 9.7 Ability to achieve personal goals in the workplace and career progression. Feedback is sought on work performance and strategies for improvement are implemented. Honest and ethical behavior is applied with clients and colleagues.

10. SELECTION CRITERIA

10.1 Mandatory

- 10.1.1 Tertiary qualification in administration, business or other relevant discipline with at least five years' experience.
- 10.1.2 Experience providing administrative support/coordination at an executive level including producing high quality papers and documents.
- 10.1.3 Experience working with high level external stakeholders including government and Ministers offices.
- 10.1.4 Experience supporting Boards and Committees and an understanding of governance processes.
- 10.1.5 Demonstrated high level skills in electronic administration and office systems.
- 10.1.6 Intermediate to advanced skills in MS Office software particularly Word, Excel, PowerPoint & Google Platform (Email and Calendar).
- 10.1.7 Experience in database and data collection systems.
- 10.1.8 Proven ability to be flexible, manage competing priorities and work within deadlines.
- 10.1.9 Experience working effectively within a team environment.
- 10.1.10 Well-developed oral and written communication skills.

10.2 Desirable

- 10.2.1 An understanding of working in the not for profit sector, government or health and human services would be an advantage.
- 10.2.2 Experience coordinating events.
- 10.2.3 Experience with social media.

Approved by



Dianne Hill – Chief Executive Officer

10 January 2020

To Apply

Applications can be made by submitting a cover letter, resume and responses to the Key Selection Criteria. Please include three referees including your current manager.

Applications are to be made online via <https://womenshealthvic.com.au/job-applications>. If you have any technical issues, please email jobs@whv.org.au

For any questions relating to this position, please contact:

Dianne Hill
CEO
Ph 9664 9300

Dina Lynch
Business Manager
Ph 9664 9300

Applications close midnight, Sunday 2 February 2020

WHV EO Exemption No. H351/2019