

Position Description

Job title	Executive Assistant
Department	Executive Team
Reports to	Co-CEOs
Date Prepared / Reviewed	March 2024
Location	Inner City Hub (ICH)
Position Details	Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

The purpose of this role is to provide high level support to the Co-CEOs. This will include both administrative and project management. In addition, the role will provide project support to the Executive Team and the Senior Manager Advocacy.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions

- **Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future
- **Respectful** – We act with honesty and integrity, and open our hearts to all people without exception
- **Compassionate** – We are nurturing, generous and thoughtful in our words and deeds
- **Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Work in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Supervision and Development Review process annually

- Research, develop and deliver tasks, projects and events as required to support the Co-CEOs, Executive Team and Senior Manager Advocacy.
- Demonstrate the capability to multi-task, being flexible to reprioritise work to accommodate urgent requests as required.

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- Develop effective working relationships across the organisation as well as with external stakeholders to support the outcomes of the role.
- Prepare well written papers, proposals and reports to support Board and operational reporting requirements.
- Provide timely, effective and efficient administrative support to the Co-CEOs particularly in relation to diary and record management.
- Organise meetings, book meeting rooms and arrange catering, as required.
- Manage the travel portal for Uniting and liaise with FCM, including coordinating, booking and managing travel arrangements and providing detailed travel itineraries to travellers.
- Complete expense claim reconciliations for the Co-CEOs using the organisation's expense claims and reconciliation tools (i.e. ProSpend and Weel)
- Other administrative duties as directed by the Co-CEOs.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position

Competencies

The knowledge and soft skill requirements necessary for this position

- Highly effective communication skills both written and verbal
- Ability to effectively apply project management principles as required
- Ability to build effective relationships with relevant stakeholders and employees
- Ability to undertake research and utilise analytical and critical thinking skills
- Ability to make decisions utilising sound judgement skills
- Effective time and organisational management skills
- Strong attention to detail
- Respect for and compliance with records management
- Ability to undertake the role with a high level of maturity, integrity and maintaining confidentiality
- Ability to use initiative and be a self-starter
- Understanding of business acumen particularly in relation to finance, resources and operational management.

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Qualifications

Education, experience and technical skills required for this position

- Relevant tertiary qualifications and commitment to professional development and ongoing learning
- Previous experience within a social services context, either through a Not for Profit, local, state or commonwealth government environment
- (5+ years) experience in a similar role
- Excellent computer literacy skills, in particular MS Office, Word, Excel, Outlook and PowerPoint
- The right to work in Australia
- Current National Police Clearance (no older than 6 months)
- Current Western Australian Driver's Licence.

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position