

JOB DESCRIPTION

Position Title:	Executive Officer to the Chief Executive Officer (CEO)
Position Type:	Ongoing, Full Time
Location:	Deakin
Reporting Relationship:	Chief Executive Officer
Position Classification:	The position is classified at Band E in accordance with the RACR Enterprise Agreement
Remuneration :	\$92,883.44 to \$98,343.90 plus superannuation and PBI Benefits for the full-time position
Reviewed:	June 2022

Relationships Australia Canberra & Region (RACR) honours Australia's First Peoples. We expect every member of staff to work towards their own cultural awareness and fitness and participate in cultural training and discussions during the course of their work with our organisation.

Role Summary:

The Executive Officer provides high level executive, governance and administrative support to the Chief Executive Officer (CEO) and Director – Operations of Relationships Australia Canberra & Region (RACR) in order to ensure the coordination of organisational executive support functions.

Duties:

In consultation with the CEO and Director – Operations, the Executive Officer:

- Acts as primary point of contact for the office of the CEO/Director – Operations, including supporting the management of information exchange and ensure effective communication occurs across the senior leadership team and key stakeholder groups
- Develops and maintains cultural awareness and fitness through participation in cultural training, discussions, and diversity initiatives
- Provides executive support to the CEO and Director – Operations including:
 - preparation of draft correspondence, reports and responses as required
 - monitoring of the CEO and Director – Operations inbox
 - effective diary management and any associated travel and accommodation
 - routine management of financial and credit card transactions, budgeting and invoicing
- Coordinates Board meetings and provide high level administrative support including distribution of board papers, agenda and minutes and follow up on action items
- Coordinates and provide support to the senior leadership group and the Indigenous Network
- Implements innovative and integrated marketing and communication strategies to build relationships, reputation, recognition and representation

- Coordinates RACR's media interactions, website and social media presence, including liaising with marketing and communications contributors, creating content, maintain and updating websites and other online forums
- Cultivates and maintains effective working relationships and look for opportunities to enhance communications, work practices and processes
- Ensures enquiries and emerging issues are monitored, prioritised and directed to relevant RACR staff for action
- Exercises sound judgement when dealing with sensitive, confidential information and responding to requests and queries
- Participates in the development, implementation and maintenance of a safe and healthy workplace and to take reasonable care to ensure own health and safety and health and safety of others
- Other duties consistent with the skill level and experience

Selection Criteria:

1. Demonstrated experience providing executive assistance to a CEO or a senior executive position.
2. Excellent written, oral communication and interpersonal skills with an ability to interact with a diverse range of people and build effective professional relationships.
3. Strong organisational, communication and liaison skills with a strong attention to detail, the ability to plan personal workloads and develop and maintain strong working relationships to influence colleagues and deliver to agreed timelines.
4. Good ICT literacy, with demonstrated knowledge of Microsoft Office Suite, website management tools, Internet, mainstream social media platforms and other software desirable.
5. Demonstrated ability to streamline processes and introduce systems to improve efficiency along with commitment for continuous improvement.
6. Demonstrated ability to exercise sound judgement, initiative and maintain confidentiality.
7. Knowledge of particular issues facing minority and diverse communities and ability to respond respectfully, and in particular with Aboriginal and Torres Strait Islander communities.

Special Requirements

- Capacity to work outside of normal business hours occasionally and willingness to travel to support RACR services
- Must provide current proof of registration for the NSW Working with Children Check and ACT Working with Vulnerable Persons card
- Commitment to mission and values of Relationships Australia Canberra & Region
- Understand and embed restorative principles in their work and interaction with others.
- Prepared to undertake a police check.