



<b>Ensure effective USE OF POSITION DESCRIPTION</b>	
1. New appointment to this position; and/or 2. During the position holder's Performance and Development Planning and Review	
<b>POSITION DETAILS</b>	
<b>POSITION TITLE</b>	Executive Assistant
<b>FULL TIME EQUIVALENT</b>	38 hours a week
<b>EBA/AWARD CLASSIFICATION AND LEVEL</b>	N/A
<b>REPORTING STRUCTURE</b>	Reports to Chief Executive Officer
<b>POSITION DIMENSIONS (BUDGET)</b>	None
<b>PURPOSE - Why does this position exist?</b>	
The primary purpose of this position is to provide a range of high level executive and administrative supports to the Chief Executive Officer, who is also the National Convenor for the National FVPLS Forum and is also a Co-chair of Change the Record.	
<b>RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• Provide high level executive support to the CEO, including being first point of contact, complex diary management, regular calendar reviews, arranging meetings, booking venues for meetings, and coordination of travel and accommodation</li> <li>• Coordinate closely with the Manager Strategy &amp; Policy on the CEO's policy and advocacy work, including prioritising, scheduling and meeting timeframes</li> <li>• Prioritises conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures</li> <li>• Manage all correspondence in and out of the CEO's office and prepare CEO responses to agreed correspondence</li> <li>• Positively manage relationships with key internal and external stakeholders and provide appropriate information and assistance</li> <li>• Provide high level executive support to the General Manager, including diary management, arranging meetings and coordination of travel and accommodation</li> <li>• Coordinate closely with the General Manager on the CEO's engagement with operational matters</li> <li>• Make arrangements for Board members where they are representing FVPLS Victoria, including travel and accommodation</li> <li>• Support staff and others traveling with the CEO, coordinating necessary arrangements including travel and accommodation</li> <li>• Schedule, arrange, prepare documentation, and provide secretarial support for Management Team meetings, and other requested meetings</li> <li>• Manage projects and events and other tasks as delegated by the CEO or General Manager</li> </ul>	
<b>Occupational Health and Safety</b>	
Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.	
Proactively report on opportunities for improved health and safety.	
<b>DECISION MAKING AUTHORITY</b>	
All decision making within scope of responsibilities	
Recognise when to involve / escalate to CEO or General Manager	



<b>KEY INTERACTIONS</b>	
<p><b>Internal:</b></p> <p>Chief Executive Officer, General Manager, Board of Directors, Manager of Strategy and Policy, Managers, and staff.</p>	<p><b>External:</b></p> <p>Government Departments, Aboriginal Community Controlled Sector, State and National bodies, Family Violence and Corporate Sector.</p>
<b>QUALIFICATIONS</b>	
<p><b>Essential:</b></p> <p>Qualifications in administration or business.</p>	<p><b>Desirable:</b></p> <p>An undergraduate qualification (degree course) in administration or business.</p>
<b>EXPERIENCE</b>	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways</li> <li>• Minimum 3 years' experience as a Personal/Executive Assistant at the CEO or General Manager level</li> <li>• Successful experience in providing high level administration support including complex diary management with extensive travel coordination and high volume inbox management</li> <li>• Demonstrated ability to manage in fast paced environment with varied and conflicting demands to agreed standards and timelines</li> <li>• Excellent negotiation, interpersonal, liaison and communication skills with demonstrated ability to interact with a diverse range of stakeholders</li> <li>• Demonstrated ability to apply confidentiality, discretion and exercise judgment</li> <li>• Demonstrated initiative, flexibility and self-management skills with the ability to be extremely effective independent</li> <li>• Ability to work independently on projects, from conception to completion</li> <li>• Proven high level skills in Microsoft Word, Outlook, Excel and PowerPoint</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Identifies as Aboriginal and/or Torres Strait Islander</li> <li>• Knowledge of current State and Commonwealth Government policies and strategies concerning Aboriginal family violence.</li> <li>• Previous experience or understanding of the not for profit sector</li> </ul>
<b>TECHNICAL COMPETENCIES</b>	
<p>Advanced PC skills, including strong familiarity with MS suite of tools.</p>	
<b>GENERIC COMPETENCIES</b>	
<ul style="list-style-type: none"> <li>• Highly organised with ability to plan, prioritise and complete own work efficiently and accurately with minimal supervision.</li> <li>• High level of initiative and drive.</li> <li>• Strong attention to detail, conceptual, learning and investigative skills</li> </ul>	
<b>ACKNOWLEDGEMENT</b>	



Aboriginal Family  
Violence Prevention  
& Legal Service Victoria  
Standing Firm Against  
Family Violence

# FVPLS VICTORIA POSITION DESCRIPTION **CONFIDENTIAL**

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

**Employee Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:**    /    /

**HR Manager Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:**    /    /



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<b>HR MANAGER CHECKLIST</b>	
<ul style="list-style-type: none"><li><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.</li><li><input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.</li><li><input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File.</li></ul> <p><b>Initials:</b> _____ <b>Date:</b> _____</p>	