

POSITION DETAILS

Program / Unit:	Office of the CEO	Employment Status:	Permanent Full Time
Location:	Rockhampton	Reports To:	Chief Executive Officer
Classification:	Level 5 - <i>Social, Community, Home Care and Disability Services Industry Award 2010</i>		

PURPOSE OF THE POSITION

The role provides executive support to the Board, CEO and Executive Team - assisting with administration, logistical support, secretariat and governance functions at board and leadership level. The position also assists the CEO in a wide variety of tasks to enable increased effectiveness of the overall leadership responsibilities.

POSITION RESPONSIBILITIES

Key Accountabilities	Key Activities
Provide administrative and secretarial support	<ul style="list-style-type: none"> • Provide confidential, highly efficient administrative and secretarial services to the CEO and General Managers. • Provide accurate and efficient preparation of documentation and within nominated timeframes. • Monitor day-to-day activities of the CEO to support optimal workflow prioritisation and urgent matters are promptly actioned. • Prioritise and ensure that reports, business papers and correspondence are dealt with efficiently and promptly. • Maintain the electronic diary of CEO. • Organise travel and other related arrangements for the CEO and General Managers. • Filing, preparation, collation and distribution of supportive documentation, notes and correspondence. • Advise the CEO of matters requiring personal attention, with associated deadlines, and preparing relevant documentation. • Deal with matters requiring attention, or refer them to the appropriate person in the absence of the CEO. • Maintain registers on behalf of the CEO eg. funding submissions, complaints • Communicate regularly with the CEO to inform and seek direction and decisions. • Liaise with the Diocese in relation to matters on common interest with respect to governance and administration.
Provide secretariat and clerical support to the Board and Executive Management Team	<ul style="list-style-type: none"> • Attend Board and Management meetings as required. • Provide full secretariat duties to Board/Management meetings in a timely and efficient manner, including meeting organisation, compilation and distribution of agenda and papers, minute taking, distribution of minutes, following up outstanding action items. • Maintain records pertaining to Board/Management matters.

Key Accountabilities	Key Activities
	<ul style="list-style-type: none"> Take notes or minutes of various Board, Board Committee, stakeholders and other meetings when required. Check agenda and supportive documents and notes. Check details in all paperwork working with others as necessary. Identify and take any follow up action arising from the notes that are required. Maintain and update where necessary the Policy Manual for the Board of Anglicare Central Queensland Ltd Maintain all documentation and updating for the Constitution of Anglicare Central Queensland Ltd and all returns and notifications to ASIC regarding the governance of the Company.
Financial Support	<ul style="list-style-type: none"> Adheres to budget allocations and expenditure delegation policies and procedures.
Participation	<ul style="list-style-type: none"> Contributes as a pro-active and effective team member offering assistance. Attends and actively participate in team meetings. Supports and adhere to relevant AnglicareCQ policies and procedures. Displays a commitment to work within the philosophy of AnglicareCQ. Supports and contribute to the development and maintenance of a healthy, creative and supportive working environment.
Resource Management	<ul style="list-style-type: none"> Supports the effective support to service delivery by undertaking administrative activities, ensuring that relevant policies and procedures associated with information management, records management and other resource management issues are followed. Shares information and knowledge in relation to resource availability. Plans and negotiates the use of existing resources.
Partnerships	<ul style="list-style-type: none"> Demonstrates a participant focus and acts ethically. Contributes to effective teamwork by becoming and remaining informed of all aspects of the different roles of team members, offering pro-active assistance and working collaboratively to assist in the delivery of quality services. Contributes effectively as a team member, in an environment where tight deadlines and conflicting priorities are a regular feature of the work.
Learning and Professional Development	<ul style="list-style-type: none"> Ensures individual learning through representation and membership of appropriate community and government bodies and forums. Ensures ongoing professional and personal development through participation in training and development programs as identified within the supervision process. Participate in regular performance feedback and supervision with line manager.
Organisational Development	<ul style="list-style-type: none"> Displays commitment to work within the philosophy of AnglicareCQ. Contributes to the development and implementation of flexible, responsive, cost effective and high quality of services.

Key Accountabilities	Key Activities
	<ul style="list-style-type: none"> • Contributes to the development and implementation of service and organisational policies and procedures. • Utilizes organisational administrative processes, systems and technology in an efficient and effective manner. • Contributes to the development and maintenance of a healthy, creative and supportive working environment. • Demonstrates high regard for risk management, workplace health & safety issues and the physical and emotional well being of clients, co-workers and all visitors of the workplace.

SELECTION CRITERIA

Mandatory Requirement/s:

A minimum Certificate III in business/office administration (or related discipline) or an equivalent combination of education, training and a minimum of 2-years relevant experience.

Selections Criteria:

1. Initiative, discretion and judgement of a high order with the ability to maintain confidentiality.
2. Strong interpersonal communication skills, pleasant, tactful and approachable personality.
3. Self-motivated, reliable and willing to work flexible hours.
4. Excellent written communication, including agenda preparation, minute taking and correspondence writing skills.
5. Strong time management and effective organisational skills, with the ability to think laterally, work under pressure and achieve work deadlines in an environment of competing priorities.
6. Knowledge and broad understanding of office protocols in a corporate business work environment.
7. Demonstrated high level computer literacy skills, word processing packages and various computer applications.

OTHER REQUIREMENTS

- Must hold a current Queensland Open Driver's licence or licence recognised by Australian laws.
- Must have proof of current eligibility to work in Australia (visa holders)
- Successful completion of a six (6) month minimum employment period (probation) in accordance with AnglicareCQ's policies and procedures
- Any employment 'suitability checks' (as required for the position).
- This Position Description should be read in conjunction with the AnglicareCQ Personal Attributes Matrix (Appendix 1).