

POSITION DESCRIPTION

EXECUTIVE ASSISTANT

DEPARTMENT	Corporate
REPORTS TO	Executive Manager Governance & Risk
DIRECT REPORTS	Nil
DATE	March 2024
POSITION OBJECTIVE	To provide high quality administrative and operational support to the Board, CEO, and the Senior Leadership Team
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- * *Integrity*
- * *Inclusion*
- * *Quality*
- * *Collaboration*
- * *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities, and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination*
- *Empower students and harness their uniqueness through voice and agency*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff*
- *Celebrate the differences of our people and recognise their unique contributions to our community*

SCOPE OF THE ROLE

CCG is registered as an Independent School delivering years 9, 10 and the Vocational Pathways Certificate (VPC) and VCE Vocational Major (VM). CCG is also a Registered Training Organisation (RTO) registered with the VRQA and is also a registered Learn Local Provider. The Executive Assistant's role is primarily to provide CCG's Board, the Chief Executive Officer, and the Senior Leadership Team with high quality administrative and operational support. The Executive Assistant will play a leading role in assisting the organisation to fulfil its governance requirements.

ROLE SPECIFIC RESPONSIBILITIES

- Providing high level administrative support to the Board, CEO and Senior Leadership Team as required.
- Coordinating effective meetings for the Board, sub-committees of the Board, Health & Safety Committee and Leadership Teams through:
 - Organising and coordinating meeting agendas
 - Preparing and/or collating briefings, reports and papers and facilitating their subsequent distribution
 - Providing confidential minute taking and distribution
 - Following up on actions arising from meetings
- Providing governance administration support through recording and uploading of policy & procedure documents, maintaining document register and version control and use of document templates.
- Providing administrative support with the CompliSpace system by preparing reports, updating content as directed, monitoring tasks and user access.
- Assisting the Senior Leadership Team to meet strategic planning objectives and milestones.
- Organise events (internal & external) as required by the Board and CEO and oversee administrative activities as required.
- Leading by example to set tone for expectations, behaviour, and performance in line with CCG values and policies.

ORGANISATION WIDE RESPONSIBILITIES

- Actively participate in and comply with the Health and Safety systems, policies, and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.

- Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements and assisting in rolling out strategic initiatives.
- Actively contribute to a safe and supportive working environment through building positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

Please Note: The tasks and responsibilities outlined in the job description may be changed throughout the course of employment to meet business requirements. Changes and additions to the role will be directed by the appropriate Manager.

KEY PERFORMANCE INDICATORS

- Assist Senior Leadership Team in meeting strategic planning objectives and milestones.
- Provide high-level executive and administrative support to the Board Chair, Board, CEO and Senior Leadership Team.
- Coordinate all aspects of effective meetings for Board and Leadership Team from agendas to minutes and following up actions.
- Maintain effective relationships with the Chair and Board and assist to fulfil its governance responsibilities.
- Maintain up to date content and maximise utilisation of CompliSpace for governance and compliance purposes.
- Lead by example to set tone for expectations, behaviour, and performance in line with CCG values and policies.
- Actively monitor and address staff performance and any staffing or HR issues in a timely manner.
- Actively contribute to a safe, positive, supportive, and empowering culture and working environment across CCG.
- Ensure the highest quality of service delivery and customer service is being delivered across CCG.
- Develop strong, respectful, and collaborative relationships with all stakeholders.
- Assist in meeting Philanthropic Fund Strategic Plan objectives, milestones, and fundraising targets.

KEY SELECTION CRITERIA

- Demonstrated successful experience working with a CEO, Director, or equivalent senior executive.
- Knowledge and understanding of board and governance processes.
- Availability to attend meetings to provide minute taking and administrative support as required, including evenings.
- Demonstrable high-level skills in written and oral communication to successfully communicate and liaise with people at all levels, both internal and external.

- Ability to balance conflicting priorities and to work to deadlines.
- Demonstrable high-level skills with an ability to use a wide range of software programs including the Microsoft Office suite.
- Demonstrable high levels of attention to detail and concern for accuracy.
- Demonstrable ability to maintain confidentiality and respond to sensitive issues and information appropriately.

MANDATORY REQUIREMENTS

- Clear Police Check
- Clear Working with Children Check
- Current Victorian Drivers Licence

QUALIFICATIONS

- Cert III or above qualification/s in Business or other discipline relevant to this role

FUNCTIONAL RELATIONSHIPS

Key Internal

Chief Executive Officer
Board
Leadership Teams

Key External

Government departments
Education and training providers
Community groups and members

DECLARATION:

I have read, understand, and accepted the above Position Description and understand that the Roles, Functions and Key Performance Indicators in this Position Description form part of the Community College Gippsland Contract of Employment.

Signed: _____

Date:

Name: