



Position Description

Position Title	Executive Assistant to the Chief Executive Officer
Position Status	Full-time / Ongoing
Salary	\$90,000k - \$95,000k (depending on experience) per annum + salary packaging + superannuation
Award Classification	SCHADS Modern Award 4
Position Reports to	Chief Executive Officer
Position Supervises	Nil
Date Reviewed	April 2024

About Women's Legal Service Victoria

Women's Legal Service Victoria (Women's Legal) is a specialised and state-wide organisation providing services and support to women since 1982. We exist to help build a gender equitable society and are committed to working alongside women experiencing disadvantage to promote their rights to live free from violence. It is through a feminist lens that we deliver high quality services to our clients and support each other as colleagues.

Women's Legal is an employer of choice, providing an inclusive, flexible, and supportive environment for our staff to thrive. We welcome women across all career stages, and we recognise the many roles played by women in their families and communities. We are committed to supporting women's participation in employment through building skills and knowledge for those looking for a change, and valuing the diverse expertise brought into our organisation.

Staff are offered:

- An incredibly supportive work environment, working alongside other highly talented professionals, and enabled by an experienced management team.
- A strong commitment to your professional development, personal development, and health and wellbeing.
- A genuinely flexible working environment that supports women's participation in employment.

- Up to 7 days bonus leave!
- Salary packaging (which can add up to \$15,900 in tax-free pay per year)

Our Culture

We're continually building on our culture of inclusivity, collaboration and safety so our teams and individuals thrive. We value diversity, build empathy and consider impact to foster belonging and create equity.

Position Objectives

The Executive Assistant position provides high level support to the Chief Executive Officer (CEO) to ensure CEO can operate effectively. This role also provides support to the Executive Management Team (EMT), governance support to the Board, and is responsible for key organisational events such as the Annual General Meeting.

Key Responsibilities

1. Executive Assistance

- Proactively manage the CEO's schedule, including organising internal and external meetings, appointments and commitments to ensure the schedule is workable and meets objectives;
- Support the CEO and the EMT to ensure the organisation runs efficiently and effectively;
- Prioritise and follow up on outstanding actions and emails to ensure timely completion;
- Organise and coordinate EMT activities and meetings with stakeholders internally and externally, including travel arrangements;
- Prepare, format and proofread documents including reports, internal and external correspondence and presentations;
- Assist in collation of content, formatting and tracking of submissions to government and other funding bodies;
- Conduct research and gather information as needed;
- Provide secretariat support to internal and external meetings, including setting agendas, circulating papers, taking minutes and following up on actions;
- Plan and coordinating events, including external stakeholder forums and internal staff events, including organising venues, catering and setting / packing up as required;
- Manage CEO expenses and process as required; and
- Provide other support to EMT as required.

2. Governance Support

- Manage Board and Committee meetings documentation, including preparation of papers and uploading to Our CatHerder (governance software), taking minutes and follow up on actions;
- Coordinate the scheduling of Board and Committee meeting dates and attendees;
- Coordinate the Annual General Meeting, including scheduling the date, venue and speakers and preparing agenda and papers;
- Report on and follow up decisions and actions arising from Board and Committee meetings where appropriate;
- Ensure Board and Committee documents are stored appropriately and can be retrieved easily for future reference and audit purposes;
- Ensure appropriate governance arrangements are in place and observed, including Register of Interests, and ensuring review dates for Terms of Reference; and
- Ensure timely communication with Board and Committee members when required.

3. General

- Contribute to a healthy, productive group culture where work practices, decision making, and behaviour reflect Women's Legal's feminist philosophy and values; and
- Perform other duties as directed and necessary for the proper performance of the role.

Position Requirements

1. Skills, Knowledge, and Behaviour

The following skills are required to be demonstrated:

- Well organised with strong attention to detail and accuracy;
- Ability to handle confidential information with discretion and professionalism;
- Strong administration skills with advanced knowledge of MS Office Suite;
- Strong IT and digital literacy with an understanding of digital programs, systems and equipment;
- Ability to problem solve, prioritise competing tasks and meet deadlines;
- Ability to work with ambiguity and work with changing priorities and tight time frames;
- High level of interpersonal skills with an ability to build rapport with a diverse group of people;
- Excellent written and verbal communication skills; and
- Demonstrated ability to be flexible, particularly whilst working in an environment of change;

Qualifications and Experience

The following qualifications and experience are required for the position:

- Experience in a high level administrative and executive assistance role
- Previous experience in a community service organisation (desired).

Equal Opportunity Employer

We recognise our work benefits greatly from the unique knowledge, skills and expertise of individuals with diverse experiences, including those with lived experience of family violence, Aboriginal and Torres Strait Islander people, women with disability and women from migrant, refugee or non-English speaking backgrounds. If this is you, we strongly encourage you to apply.

Women's Legal relies on an exception under the Equal Opportunity Act to employ women only.

Shared Organisational Responsibilities

Women's Legal has the following expectations of all employees:

Values and Behaviours	<p>Everyone who works at Women's Legal plays an important role in upholding our ethics outlined in the Code of Conduct and living our values.</p> <p>Together, we are:</p> <p><i>Authentic:</i> We are reliable, trustworthy and transparent about how we work. We reflect on our work and take responsibility for our actions.</p> <p><i>Collaborative:</i> We are stronger when we work together. By sharing power and privilege with diverse voices, we achieve better outcomes. We respond to requests for help with generosity.</p> <p><i>Courageous:</i> We are brave, resilient and face challenges with integrity. We unapologetically advocate for our goals and back one another to take considered risks to increase our impact.</p> <p><i>Inclusive:</i> We believe respect, equality and opportunity must be afforded equitably and to everyone. We understand this will require critical reflection on where power lies and how it functions, and active effort to disrupt it.</p>
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	<p><i>Purposeful:</i> Our services respond to the community, laws and people we work with. We value curiosity and relish opportunities to improve our work.</p>
Safe Workplace Actions	All staff have a responsibility to always display and promote safe actions in the workplace in line with our Occupational Health and Safety policies and procedures.
COVID-19 Vaccination	Women's Legal encourages staff to follow Australian Government advice about reducing the spread of COVID-19. There are some locations where our staff work, such as health services or courts, which may have vaccination requirements for workers. It is the responsibility of Women's Legal staff to ensure that they can meet these requirements to undertake their work duties.
Child Safety	Women's Legal is committed to protecting children and vulnerable people who have contact with our service. It is a condition of employment for all staff to have a Working with Children Check. This must be provided at the time of appointment and maintained for the duration of their employment.
National Criminal History Check	It is a condition of employment for all staff to produce current National Criminal History Check.