



Position Description	
<b>Job Title:</b>	Executive Assistant
<b>Department/Section:</b>	Executive
<b>Purpose:</b>	The Executive Assistant provides proactive, efficient and professional administrative and secretarial support to the Executive Team with a high level of competence, confidentiality, maturity and professionalism.
<b>Reports to:</b>	CEO
<b>Supervises:</b>	May supervise other Administration Assistants
<b>Effective Full Time Hours per Week:</b>	Full time, 35 hours per week
<b>Remuneration Level:</b>	TBA
<b>Location:</b>	Forestville, NSW
Main Activities	
	<ul style="list-style-type: none"> <li>▪ Providing proactive, efficient and professional administrative and secretarial support to the Executive Team including general correspondence, memoranda, presentations, reports, taking Minutes of Executive Team and Management meetings, and correspondence of a confidential nature on behalf of the Executive Team.</li> <li>▪ Screening telephone calls, emails, fielding enquiries and requests, when required, and escalating urgent matters for the CEO's attention.</li> <li>▪ Managing and coordinating the Executive Team diary, including organising business appointments and travel arrangements for the Executive Team.</li> <li>▪ Preparing Board papers before Board meetings and taking Minutes of Board meetings. Providing administration assistance to Board Committees and actioning matters between Board meetings when necessary.</li> <li>▪ Assisting the Director of Business in the preparation of compliance documentation for State and Federal regulatory authorities (e.g. ASIC, Department of Fair Trading, etc), including providing secretarial support to the Compliance Committee.</li> <li>▪ Assisting the Director of Business in the development and maintenance of HR</li> </ul>

systems, policies and procedures.

- Acting as the National Police Check Coordinator – file National Police Checks with the AFP for all new staff, board members and volunteers; monitor their return; and process police check renewals when required.

### Secondary Activities

- Communicating on behalf of the Executive Team with executives and/or board members of external organisations, suppliers and clients.
- Coordinating travel and accommodation for Board and Executive members.
- Coordinating the organisation of Board lunches and dinners.
- Coordinating organisation of particular events, seminars as directed by Executive members.
- Participate in BWAA's Child Safe Committee as required.
- Other duties as directed by the CEO or the Director of Business.

### Essential Knowledge, Skills and Experience

#### Essentials:

- A minimum of three years experience in an Executive Assistant/PA role.
- Demonstrated strong command of English; and the ability to produce concise, high quality Executive and Board minutes, reports etc.
- Advanced Microsoft Office skills.
- Demonstrated ability to work autonomously, employ initiative and creativity to find solutions, prioritise tasks, and exercise discretion and a high level of confidentiality, with a 'can do' attitude.
- Excellent organisational, planning and multi-tasking skills.
- Ability to work under pressure and meet stringent deadlines.
- Excellent interpersonal, communication and negotiation skills; with ability to provide exceptional customer service to both internal and external stakeholders.
- Ability and commitment to working in a team-based environment.
- Strong commitment to BWAA's vision, mission and core values; ability to participate in prayer and biblical reflection sessions.

#### Desirables:

- Tertiary qualifications in Business, Communications/PR or similar areas.

- Experience in working with Not-For Profit/NGO organisations.
- Experience in Human Resource Management policies and processes.

### Contacts, Networks, Relationships

#### Internal

- Board members and staff at all levels.

#### External

- BWAA supporters, senior executives from other organisations, suppliers.

### General Notes

#### **Continuous Improvement and Best Practice:**

As an employee of Baptist World Aid Australia, which has a core value of “committed to excellence and quality by being a creative and learning organisation”, you will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role.

You will also have the opportunity to contribute to the ongoing development and improvement of Baptist World Aid Australia policies and practices.

#### **Occupational Health and Safety and Equal Employment Opportunity:**

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions.

You shall also cooperate in implementing OH&S legislation and standards.

You are also accountable and responsible for complying with all BWAA policies and procedures designed to eliminate discrimination in the workplace.

#### **Child Safe Organisation:**

BWAA is a child safe organisation and all employees are required to read and understand our Child Safe Policy, and in addition, sign and abide by our Child Safe Code of Conduct.

All employees are required to provide authorisation for a National Police check and a Working with Children Prohibited Employment Declaration.

#### **Other Benefits Associated with this Position:**

All employment packages include exempt fringe benefits up to \$16,050 per annum.