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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

[Insert Organisation's Letterhead / Header]

DUTY STATEMENT

POSITION TITLE:	Executive Assistant to the CEO
REMUNERATION/CONDITIONS:	Aboriginal and Torres Strait Islander Health Award [MA000115]
POSITION STATUS:	Full-time
DIRECTLY RESPONSIBLE TO:	Board of Directors
PERFORMANCE APPRAISAL:	6-month probationary period, Performance reviews every 12 months against accountability targets jointly set by the CEO and the Board
POSITION FUNCTION:	The Executive Assistant (EA) provides high-level administrative and executive support to the Chief Executive Officer (CEO) and, where appropriate, to the Board of Directors. The EA ensures smooth operation of the CEO's office through effective management of communications, scheduling, documentation, and stakeholder liaison. The role also supports governance processes, Board and community consultation coordination, and ensures confidentiality and cultural sensitivity in all interactions.
MINIMUM SKILLS REQUIRED:	Certificate IV or higher qualification in Business Administration, Executive Assistance, or a related field; or substantial demonstrated experience in a comparable role within a not-for-profit organisation, or government agency.

POSITION SUMMARY

The Executive Assistant is the key point of contact for internal and external communications involving the CEO's office. The role requires exceptional organisational skills, attention to detail, and the ability to manage competing priorities in a fast-paced and culturally respectful environment. The EA plays a critical role in coordinating Board administration, governance documentation, and community meeting logistics, while upholding professionalism and discretion.

RESPONSIBILITIES

Executive Support

- Provide high-level executive and administrative support to the CEO.
- Manage the CEO's calendar, appointments, travel, and meeting arrangements.
- Screen and manage correspondence, calls, and requests on behalf of the CEO.
- Draft, format, and proofread correspondence, reports, and other documents.
- Coordinate internal communications and follow-ups as directed by the CEO.
- Maintain a confidential and well-organised filing and information management system.

Governance and Board Support

- Assist with the preparation of Board agendas, papers, minutes, and briefing notes.
- Coordinate logistics for Board and subcommittee meetings, including scheduling, venues, catering, and travel arrangements.
- Liaise with Directors to ensure timely receipt of documentation and follow-up actions.
- Maintain up-to-date registers for declarations of interest, Board resolutions, and other compliance records.

Community and Stakeholder Engagement Support

- Assist with scheduling and preparing materials for community consultation and engagement activities.
- Liaise with community representatives, government bodies, partner organisations, and other stakeholders to support CEO initiatives.
- Maintain contact lists and databases relevant to governance and community networks.
- Coordinate logistics for community meetings, events, and travel as required.

Administrative and Office Coordination

- Ensure the CEO's office operates efficiently and supports smooth executive operations across the organisation.
- Work closely with other administrative staff to ensure effective cross-organisational communication and support.
- Assist in the coordination of internal meetings, workshops, and events.

- Contribute to a positive, culturally safe, and professional workplace culture.

MEETINGS

- Attend and take minutes for CEO-led meetings as required.
- Support preparation for Executive Leadership Team, Board, and external stakeholder meetings.
- Coordinate dissemination of meeting outcomes and action items.

KEY PERFORMANCE INDICATORS

CEO Support & Calendar Management	95% of meetings, travel, and deadlines were managed with no scheduling conflicts.
Governance & Board Coordination	Board papers distributed at least 5 business days in advance in 100% of cases
Document & Correspondence Handling	CEO correspondence acknowledged or responded to within 48 hours in ≥90% of instances
Meeting Coordination	Minutes from meetings prepared and circulated within 5 business days.
Confidentiality & Professionalism	0 breaches of confidentiality; positive feedback from CEO and Board during annual review.

PROFESSIONAL DEVELOPMENT

Participate in relevant professional development activities to maintain skills, enhance cultural competency, and improve administrative effectiveness.

ESSENTIAL SKILLS AND EXPERIENCE

- Proven experience in an executive assistant, office management, or senior administration role.
- High-level organisational skills and ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and document management systems.
- Strong interpersonal and stakeholder engagement skills, with the ability to communicate respectfully and professionally.
- Ability to work with discretion, confidentiality, and cultural sensitivity.
- Understanding of governance processes and experience supporting Boards or senior leadership.
- Flexibility, initiative, and the ability to work independently as well as in a team environment.

MANDATORY REQUIREMENTS

- Relevant tertiary qualifications or substantial relevant experience.
- Current National Police Check, Working with Vulnerable People card (or equivalent Working with Children Check), and Driver's Licence.
- Demonstrated commitment to the values and objectives of [service], including cultural safety and community-led service delivery.

SIGNATURE & ACKNOWLEDGEMENT

I agree to abide by the standards and policies and have read and understood the job description and agree to comply with same.

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____