

EXECUTIVE ASSISTANT POSITION DESCRIPTION

Position	Executive Assistant to the Chief Executive Officer and Board
Status:	Full-time or part-time (minimum 0.8 FTE) 12 month fixed term contract
Reports to:	Chief Executive Officer (CEO)
Direct reports:	Nil
Classification:	Aligned to Social Community Home Care and Disability Services Industry Award Level 4
Salary:	\$107,500 fulltime equivalent base salary per annum (pro rata for part time), plus superannuation, annual leave loading and salary packaging
Conditions:	Staff employment conditions and entitlements are set out under the <u>Victorian Community Legal Centre Multi-Enterprise Agreement 2024-2027</u> , which includes enhanced entitlements such as 5 weeks of annual leave and leave loading

ABOUT THE FEDERATION

The Federation of Community Legal Centres (the Federation) is a fast-paced and dynamic organisation that seeks to create a fairer Victoria for all members of our community. We are the peak body for Victoria's 50 Community Legal Centres (CLCs), who are at the forefront of helping those facing economic, cultural, or social disadvantage and whose life circumstances are severely affected by legal challenges.

For more than 50 years, CLCs have been part of a powerful movement for social change, reshaping how people access justice, creating stronger, more equitable laws, and more accountable government and democracy.

Our vision is for a community that is fair, inclusive, and thriving.

We work with CLCs by enabling a strong collective voice for justice and equality; mobilising and leading strategic, well-coordinated advocacy campaigns; leading and supporting ongoing learning and evaluation across the sector; and driving creativity and excellence in delivering legal services to communities.

Our workplace is flexible and rewarding for those who can see the bigger picture, and who are comfortable working with multiple stakeholders across a range of social issues. We focus on delivering impact and outcomes, we celebrate collective success, and we encourage ongoing learning.

Our staff are driven, collaborative, solution-focused and adaptable. Our values drive our work: We believe in justice. We are purposeful, connected, inclusive and steadfast in all that we do.



POSITION PURPOSE

The **Executive Assistant** provides high-quality, professional and confidential administrative and logistic support to the Chief Executive Officer (CEO) and Board.

The **Executive Assistant**:

- ▼ Enhances and enables the CEO's effectiveness by anticipating needs, managing competing demands, high level problem solving and forward-thinking preparation and scheduling.
- ▼ Undertakes meticulous compilation, distribution and governance oversight of Board, Committee and other formal meeting papers, including concise minute taking (unassisted by AI for Board meetings).
- ▼ Coordinates and supports a suite of Federation activities and special projects.
- ▼ Works collaboratively with Federation staff, particularly the Executive Assistant to the Deputy CEO, to facilitate information exchange with the CEO and coordinate processes to ensure the efficient flow of organisation-wide work.
- ▼ Works collaboratively with executive assistants across the community legal sector and broader stakeholders to create a collegiate and efficient network supporting sector leaders.

This position supports the achievement of goals under the Federation's strategic plan, particularly within the strategic impact area of:

- ▼ A **stronger peak body**: We have the right people, funding and systems to optimise the impact of our members.

RESPONSIBILITIES

EXECUTIVE SUPPORT

- ▼ Manage the CEO's diary through forward planning and scheduling meetings with internal staff, members and external stakeholders.
- ▼ Monitor and support the CEO with email management and triage, and in line with agreed principles, respond or redirect emails on behalf of the CEO or draft responses for CEO review.
- ▼ Schedule and coordinate meetings and events for the CEO, including coordination of attendees, organising pre-brief and agendas where required, arranging venues and catering where required, taking minutes (assisted or unassisted by AI depending on the circumstances), and attending internal and external meetings. This can include large scale sector-wide meetings.
- ▼ Prepare clear, well-structured draft reports, presentations, papers, correspondence and documents for the CEO.
- ▼ Maintain accurate, accessible and effective records and systems adhering to organisational procedures and systems.
- ▼ Support the Federation's Policy and Advocacy Team and Communications Team with ad hoc administrative support.



BOARD SUPPORT

- ▼ Coordinate Board and Committee processes, including agendas, papers, meeting scheduling and action tracking.
- ▼ Prepare and distribute meeting materials in a timely and accessible format.
- ▼ Take accurate and concise minutes (unassisted by AI) and the drafting of Board papers and circulars for review and action.
- ▼ Be a helpful support and first point of call for Board members and liaise effectively and collaboratively with the executive assistants of Board members.

PROJECT COORDINATION

- ▼ Research options such as consultants, venues or suppliers to support Federation activities, including but not limited to receiving and analysing quotations and offers.
- ▼ Undertake the coordination of a range of special projects, events or activities for the CEO, on time and within budget.

ENABLING SYSTEMS

- ▼ Liaise effectively and collaboratively with the Executive Assistant to the Deputy CEO, the Federation's Enabling Team, and colleagues to improve systems, processes and ways of working.
- ▼ Liaise effectively and collaboratively with the broader Federation team to facilitate information exchange with the CEO and coordinate processes to ensure the efficient flow of organisation-wide work.

OTHER

- ▼ Engage professionally on behalf of the CEO with key senior stakeholders.
- ▼ Develop sound working relationships with internal and external stakeholders.
- ▼ Participate in and contribute to all-staff activities.
- ▼ Other duties as may be determined from time to time by the CEO or Deputy CEO.

VALUES AND BEHAVIOURS

- ▼ Promote and role model appropriate behaviour to support the Federation's culture, performance, and profile.
- ▼ Actively support the Federation's commitment to the principles of diversity, inclusion, and equal employment opportunity.
- ▼ Actively demonstrate organisational values: We believe in justice. We are purposeful, connected, inclusive and steadfast in all that we do.

HEALTH, SAFETY AND WELLBEING

- ▼ Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- ▼ Participate in, and contribute to, health and safety awareness and improvements.
- ▼ Report all incidents, injuries, and potential hazards in a timely manner.
- ▼ Ensure that the work is carried out in ways that safeguard the physical and psychological health and safety of workers or others in their charge, including contractors whom they engage.



LOCATION AND WORK OUTSIDE OFFICE HOURS

The position will be based at the Federation's office in Melbourne CBD and may involve some travel. Staff can work a hybrid model of onsite and work from home, with at least two days per week to be worked in the office (for fulltime staff). When working from home, staff are required to provide at their own expense, a reliable internet connection and an OHS-compliant workspace.

Occasional work outside normal office hours may be required, such as to attend meetings and after-hours events.

DIVERSITY

The Federation is committed to building a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islander people, people with disability, people from culturally and racially marginalised and refugee backgrounds, people of all ages, neurodivergent people, gender diverse people and members of LGBTIQA+ communities. We welcome individuals with a diversity of backgrounds and experience, including lived experience of the issues we work on and seek to support an application process for people who require additional supports.

SELECTION CRITERIA

SKILLS AND EXPERIENCE

- ▼ Significant experience in providing high level executive support to a senior executive in a similar environment.
- ▼ Demonstrated understanding of information management at a governance level including experience in professional standard minute taking and Board governance document management.
- ▼ Strong written communication and attention to detail, with the ability to draft and prepare documentation, content and correspondence to a high standard.
- ▼ Significant experience building collaborative working relationships with stakeholder counterparts, and in interacting with senior stakeholders.
- ▼ Highly developed interpersonal skills, with a calm and respectful approach and the ability to effectively liaise with a diverse range of people.
- ▼ High level organisational skills with demonstrated capacity to flexibly manage multiple responsibilities, take initiative, prioritise tasks to meet deadlines, and exercise superior judgement in relation to coordination and forward planning of projects and activities.
- ▼ Strong problem-solving and a proactive approach to resolving issues.
- ▼ A high level of integrity and maturity and the ability to exercise discretion in dealing with sensitive and confidential information.
- ▼ Advanced computer skills in MS office suite and SharePoint, and an ability to learn new systems and applications.
- ▼ Proven ability to contribute to a cohesive Federation team environment by sharing information, supporting team priorities and ensuring open communication.



DESIRABLE

- ▼ Qualifications in business administration or a related discipline.
- ▼ Experience working in a small fast paced organisation, in community services, community-based associations or the not-for-profit sector.
- ▼ Experience at a peak body or in the legal assistance sector or a membership-based organisation.

PERSONAL ATTRIBUTES

- ▼ Motivated by collaboration and collective success.
- ▼ Flexible, adaptive and able to work effectively in a small team.
- ▼ Strong commitment to social justice, and values alignment with the Federation.
- ▼ Solutions and outcomes focused, with a steady line of sight to the impact for stakeholders.
- ▼ Exercise initiative, openness to change and receptive to new ideas.
- ▼ Capacity to work independently and reflect on own work performance.
- ▼ Committed to contributing to a positive work environment.

REVIEW AND APPROVAL

I have read and understood the above position description, and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner. Signing of this position description supersedes any previous signed position description

Employee signature:

Employee name:

Date: