

# Position Description

## Executive Assistant to CEO and Board

Division and Team:	Executive
Reports To:	Lauren Cordwell CEO
Direct Reports:	Nil
Position Status:	Full-time
Salary:	Level 4
Location:	Melbourne with hybrid working model

### Who We Are

Since its inception in 1997, the **Rural Workforce Agency Victoria (RWAV)** has become a significant and successful non-profit organisation based in Victoria, Australia.

RWAV improves access to quality primary care health services and other health services for rural, regional and First Nations communities across Victoria. We improve health outcomes through effective and customised health workforce solutions that are informed through partnerships, workforce and population health data, and collaboration with communities.

### Our Purpose

Providing effective and customised health workforce solutions for rural and First Nations communities in Victoria.

### Our Vision

All Victorian communities to be supported with equitable access to a high-quality health workforce that promotes positive health outcomes.

### What We Do

RWAV provides sustainable health workforce solutions for Victorian rural, regional and First Nations communities to enable equitable access to primary health care.

We do this by:

- Providing health workforce recruitment, locum services, outreach and grant programs.
- Influencing key decision-makers through our health workforce data, research and analysis expertise.
- Collaborating to support a well-distributed, high-quality health workforce throughout Victoria.



## Our Values

<b>Respect</b>	We treat everyone with dignity, recognising the value and diversity of our communities. We listen to everyone and respect their views and contributions.
<b>Accountability</b>	We are transparent and accountable to those we work with concerning our services and their delivery.
<b>Collaboration</b>	We work as a team with our community by building strong relationships. We embrace opportunities to collaborate and partner with communities and organisations to help us achieve our goals.
<b>Innovation</b>	We embrace change and constantly seek new ways to achieve our goals.
<b>Resilience</b>	We respond to challenges willingly, with a holistic approach and unwavering resolve.

## The Role

The Primary responsibility of the Executive Assistant is to provide confidential high-level executive support, including administrative, secretarial and related support services to the CEO and Executive team.

## Key Responsibilities

The role will be responsible for delivering the following:

- Provide comprehensive executive support to the CEO and act as primary point of contact between the CEO and internal/external stakeholders.
- Provide administrative support to the Board - organise and maintain essential records, and prepare detailed agendas, committee and board packs, reports, and correspondence with precision.
- Support the Company Secretary with Board and Committee activities, ensuring adherence to best practices in corporate governance.
- Facilitate annual calendar of Board and Committee meetings.
- Provide support to the executive team
- Facilitate the efficient flow of material ensuring professionalism and confidentiality received on behalf of the Chief Executive Officer and Board; distribute and action, or follow up as required.
- Manage the CEO's calendar, and coordinate scheduling of a variety of meeting series', as well as management of content and flow of information to Executives.
- Organise and maintain files, documents and records to ensure easy access and retrieval.
- Build and maintain effective and culturally sensitive relationships with internal and external stakeholders.
- Preparation of agendas/briefing documents and background research required for executive team meetings and appointments.
- Conduct research, draft and prepare reports, presentations, briefing papers, corporate

- submissions, memos and correspondence for the Chief Executive Officer.
- Exercise sound judgement, political acumen and discretion with all stakeholder interactions.
  - Identifying and contributing to the development of process improvements to increase team efficiency and operational effectiveness.
  - Maintain accurate and up to date records for the Board of Directors, ACNC and ASIC websites.
  - Management of travel arrangements, credit card reconciliation and expense reimbursements for CEO and Board Directors
  - Collate information and/or compile documents to meet corporate and board responsibilities.
  - Management of BoardEffect, RWAV’s electronic board portal.
  - Other duties as directed in accordance with the priorities of RWAV or the activity work plans for funded programs and consistent with the skills required for the role.

Undertake a key role in the preparation of organisational events, forums and meetings as required *The role and responsibilities will be reviewed periodically to ensure alignment with RWAV strategic priorities and contractual requirements.*

## Key Selection Criteria - Essential

1. Demonstrated experience in providing an exemplary standard of executive support to a CEO, Board and Executive team, ensuring strict confidentiality and exercising discretion at all times.
2. Excellent interpersonal and communication skills (verbal and written), including the ability to build positive relationships and to communicate, exercise diplomacy and negotiate effectively with a variety of stakeholders.
3. A proactive approach to problem-solving, with strong decision-making skills and the capacity to think systemically and strategically. The ability to set up effective processes, multitask and prioritise tasks with ability to maintain focus and attention to detail while dealing with multiple tasks.
4. Highly developed writing and administration skills, including organisational and time management, accurate minute taking and the preparation of high-quality reports and presentations.
5. Excellent proof-reading skills and an eye for detail.
6. Experience with electronic board portals required.
7. Proficiency in Office 365 and ability to embrace to new technologies.

## Diversity and Inclusion Statement

*RWAV is an inclusive employer.*

*We encourage flexible working and aim to create a work environment where all employees are respected, connected, and can contribute, regardless of age, culture, disability, family and caring responsibilities, gender identity, Indigeneity, religion, or sexuality.*

*We welcome applications from people with lived experience of diversity. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.*





REVIEWED: July 2024

NEXT REVIEW: July 2025

I have noted the role and primary responsibilities detailed in this document.

EMPLOYEE SIGNATURE:

MANAGER SIGNATURE:

DATE: