

POSITION DESCRIPTION

EXECUTIVE ASSISTANT

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

The Executive Assistant is responsible for providing high level senior administrative support to the Executive Director Nursing Midwifery and Nursing Leadership teams.

Position Details	
Position Title:	Executive Assistant
Department	Executive Administration
Reports to:	Executive Administrator
Positions Reporting to this role:	Nil
FTE:	0.8
Enterprise Agreement:	Victorian Health Sector (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement
Position Classification:	HS3
Position Description last reviewed:	February 2024

Key Accountabilities
Provide accurate and efficient administrative support to Executive Director
Preparation of committee meeting papers (including Board Clinical Governance and Quality) and minutes ensuring that the quality and timeliness of the meeting papers are in accordance with ERH standards
Draft briefs, letters, emails, presentations and reports in conjunction with the Executive Director
Diary and email management and action
Coordinate and assist with special projects and planning days/conferences as directed by the Executive Director
Use highly developed problem-solving skills to prioritise a high-volume workload and coordinate multiple work tasks concurrently, ensuring deadlines are met with minimal supervision
Establish processes that will drive efficiencies and effectiveness across the executive's administrative responsibilities
Coordination of travel and meeting arrangements and functions with internal and external stakeholders, including room bookings and catering as required
Drive divisional communications in collaborations with Public Relations Officer





Organisational Responsibilities
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position

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Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
Each employee has a responsibility to comply with and promote compliance with the National Safety & Quality Health Service Standards and other industry standards and relevant regulatory requirements

CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
Collaboration 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
Accountability 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
Excellence 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
Staff Executive	Members of the public and community leaders as required
Nursing Leadership Team	Key contacts within the Department of Health, Australian Nursing and Midwifery Federation, and other agencies
Board Directors	
Executive Administration	
Department Managers and staff within the ERH Organisational Structure	

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Selection Criteria

Essential:

1. Initiating, preparing and coordinating agenda papers and minutes of meetings at an Executive and Board level
2. Demonstrated high level written and verbal communication skills
3. Strong planning and organisational skills with a high level of self initiative
4. Demonstrated high level computer skills and proficiency utilising Microsoft Office software
5. Ability to manage multiple projects and tasks at one time
6. Ability to work under pressure and complete tasks within specified timeframes
7. Satisfactory evidence of National Police Check and Vaccination status

Desirable:

1. Outstanding customer service skills
2. Health Service administration experience

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / / _____

Print Name: _____

cc: Employee File