

# POSITION DESCRIPTION

Executive Assistant

*Supporting Everyone to be healthy and live well*

## PURPOSE OF THE ROLE

The Executive Assistant will be responsible for providing high level, senior administrative support directly to the Executive Director they report to. The Executive Assistant will perform duties that are associated with achieving the highest standards of care possible for the community we serve.

Position Details	
Position Title:	Executive Assistant
Department	Executive
Reports to:	Executive Director
Positions Reporting to this role:	Nil
Budget:	Nil
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers 2021-25
Position Classification:	HS3
Position Description last reviewed:	February 2026

Key Accountabilities
This position is responsible for:
<ul style="list-style-type: none"><li>• Provide comprehensive and confidential and accurate support for respective Executive Directors including email triaging, diary management and the co-ordination of meetings and events.</li><li>• Preparation of committee meeting papers and minutes ensuring that the quality and timeliness of the meeting papers are in accordance with ERH standard.</li><li>• Maintain a register and report on actions to be undertaken by the Executive Director ensuring tasks are completed within agreed timeframes.</li><li>• Draft, proofread and editing speech content, correspondence, briefing papers, reports, staff communications, documents and presentations.</li><li>• Coordinate the distribution of legislative compliance updates for the division, ensuring Managers action any changes related to the legislative requirements relevant to the area of work.</li><li>• Monitor the status of policies and procedures, and support the development and review of policies and procedures specific to the Directorate.</li><li>• Act as the key point of contact for the Executive Director, liaising with internal and external stakeholders to support the efficient and effective functioning of the office of the Executive Director.</li><li>• Coordinate travel arrangements for the Executive Director and direct reports, including liaising within internal and external providers.</li><li>• Manage Kronos timecards and schedules for relevant employees within the Directorate.</li><li>• Coordinate and assist with special projects as directed by the Executive Director.</li></ul>





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## 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
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

## CARE Values

All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	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
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

## Key Relationships

Internal	External
Executive Team	Department of Health
Directorate Leaders	Key contacts within other agencies
ERH Committees	Health Services
Executive Administration	Members of the public and community leaders
Public Relations	

## Selection Criteria

### Essential:

- Previous experience as an Executive Assistant
- High-level word processing/computer skills and sound knowledge of the Microsoft suite of applications, Canva, Adobe Acrobat Pro/DC, and Convene

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- Previous experience and skills in the preparation of agendas, letters and reports as well as minute taking
- Detailed understanding of audit and corporate compliance processes and obligations
- Attention to detail and excellent organisational skills with the ability to prioritise and manage a busy work schedule via a computerised diary
- Sound understanding of the importance of confidentiality and proven discretion in the handling of sensitive matters
- Exceptional interpersonal and communication skills
- Ability to liaise with people across all levels of the Health Service as well as externally
- Ability to work as part of a team as well as independently and provide input into team processes





### Desirable:

Tertiary qualification

Experience working within a Victorian public health service or similarly regulated healthcare environment.

### Leadership Capabilities

The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.

Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships				✓
	Works collaboratively				✓
<b>Accountability</b> 	Acts with integrity				✓
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation				✓
<b>Respect</b> 	Accessible communicator			✓	
	Values difference		✓		
	Consistently articulates direction				✓
	Empowers others		✓		
	Respectfully influences			✓	
<b>Excellence</b> 	Delivers results				✓
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus		✓		
	Innovation change leader			✓	

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## **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