



Executive Assistant POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Executive Assistant to CEO	Location:	National Office
Group:	Secretariat	Reports to:	Chief Executive Officer
Industrial Award coverage:	Clerks – Private Sector Award	Classification:	Level 4

Organisation Purpose

A different brilliant[®] - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

Position Purpose

To provide an executive level of administrative and secretarial support to the Chief Executive Officer (CEO) of Aspect, and as agreed with the CEO, other members of the Aspect Executive as required.

Outcomes

Key Result Areas	Requirements & Expectations	Success Indicators
Executive assistance	<ul style="list-style-type: none"> • Be the central point of communication for the office of the CEO by assisting in the management of the flow of information to and from the CEO, including telephone calls and emails • Manage sensitive and confidential correspondence • Manage CEO's appointments and electronic diary • Organise CEO travel • Maintain expenses for CEO by processing invoices and submitting credit card receipts for approval • Support CEO's projects and those of other staff when required by the CEO • Type, photocopy and electronically file the CEO's documentation • Maintain the CEO's files and records 	<ul style="list-style-type: none"> • Correspondence, diaries are up to date • Future diary commitments in the regular schedule of work of the CEO are anticipated; • Cost effective travel arrangements are made in timely fashion • Confidentiality is respected • Office relationships are managed well in line with expectations required of one reporting to the CEO; • Records and documents are stored appropriately • Expense returns are accurately recorded and submitted on time • Time is managed flexibly in order to accommodate very busy work days.

Key Result Areas	Requirements & Expectations	Success Indicators
Provide secretarial services	<ul style="list-style-type: none"> • Assist Board members re: diary management, attending meetings, and other administrative matters • Be the key administrator of Boardtrac Plus which manages all Board documentation; • Support the preparation of documentation for the Board & Board Committees • Review the formatting of all papers submitted to the Board and its Committees to provide consistency in their presentation in line with the CEO's expectations; • Upload and manage Board papers on Boardtrac Plus for the Board as required; • Take operational responsibility for organising Aspect's Annual General Meeting • Provide secretarial support for the operation of the Aspect Advisory Council including travel arrangements, • Provide secretarial support for Aspect's management committees, including the Executive and Management Network meetings for which CEO is the chair including preparation of agendas and minutes, update schedules, distribution of documents and record management, meeting room set up, catering arrangements etc. • Develop and maintain effective working relationships with the Board, Senior Executives and Managers 	<ul style="list-style-type: none"> • Highly efficient key board skills in Word & Excel • Demonstrate a project management approach in working to milestones and deadlines • Draft minutes prepared in timely fashion • Documents are prepared to high standards of formatting and accuracy • Agenda and the associated papers are distributed on time • Follow up actions are attended to on time
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.</p> <p>Staff are expected to:</p> <ul style="list-style-type: none"> • Follow safeguarding guidelines as outlined in Aspects Safeguarding the People We Support policy and Code of Conduct. • Complete mandatory Code of Conduct training and implement into day to day operations and practice 	<ul style="list-style-type: none"> • Demonstrated evidence that Aspect's values and Code of Conduct are understood and practised in all aspects of work • Completion of Code of Conduct on-line training

Key Result Areas	Requirements & Expectations	Success Indicators
	<ul style="list-style-type: none"> Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns Escalate/report other staff practices which deviate from policy/procedure 	
Work, Health and Safety	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> Take reasonable care for their own health and safety Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements Report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect. Exercise duty of care in the health, safety and welfare of students and participants and ensure they are treated with dignity and respect <p>Participate in the staff consultation process about work health & safety matters</p>	<ul style="list-style-type: none"> Work, Health & Safety matters are included as part of regular meetings Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to

PART B: POSITION CRITERIA

Capabilities	Professionalism and relationship management	Ability to develop and maintain effective working relationships with internal and external stakeholders in a professional and confident manner at all times
	Sensitivity and Confidentiality	Demonstrated capacity to exercise a high level of discretion, confidentiality, sensitivity and empathy
	Planning and organising	Sound time management, planning and organisational skills including the ability to organise and prioritise work and assist in the efficient management of the office
	Motivational fit	Sharing the organisation's purpose, mission, vision and values, mode of operation and working to Aspect's strategy
	Tolerance for stress	Maintaining stable performance under pressure; resilient attitude, adaptability to change

Knowledge & Experience	<ul style="list-style-type: none"> • Advanced level IT skills including MS Office Software and teleconferencing software • Ability and confidence to independently problem solve IT issues • Attention to detail & high level of accuracy • Excellent written, digital and oral communication skills • Ability to manage confidential information and documentation • Ability to take initiative, and a proven quick learner • Skilled and systematic organiser • Outstanding customer service skills
Qualifications	Secretarial or administrative qualification preferred
Job Requirements (essential)	National Police Check (appropriately cleared)

PART C: APPROVED BY

Position Approved by: Jacqui Borland

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