

Position:	Executive Assistance to ELT	Award Level:	SCHCADS Level 3 or 4*
Program:	One Door Mental Health	Location:	NSW
Reports To:	Chief Operating Officer (CFO)		

* Depending on experience

One Door Mental Health (ODMH) is a leading for-purpose service provider for people living with mental illness, their families, and carers.

About the Program

Recovery 2gether provides a simple, clear, structured support-approach for: consumers, carers & families; staff; and the whole organisation.

About the Position

ODMH operates locally as self-organised teams. Other teams in ODMH operate with supervisors and participate in a Community of Practice. All teams operate within the Recovery 2gether Framework.

The Executive Assistant provides a full range of high level administrative and secretarial support to the Chief Operating Officer (COO) and the Executive Leadership Team, as well as some supports to key Recovery 2gether positions. The position holder ensures the provision of a high standard of support services in a timely, customer focused and resource efficient manner to meet the needs of the Executive Leadership Team, and as required, by assuming responsibility for specific tasks and activities within the organisation.

What we ask of you

- Actively promote and demonstrate [ODMH values](#)
- Provide efficient and confidential administrative assistance to the COO and the Executive Leadership Team.
- Assist in managing the COO workflow, including diary commitments and travel, to ensure the optimum use of available time, consistent with priorities.
- Create reports, presentations and supporting documentation to support the functional requirements of the COO.
- Assist in coordinating events and meetings as required.
- General administrative tasks, including maintaining records, handling enquiries, and secretariat support for meetings and committees.
- Support the Recovery 2gether team through participation in team meetings, committees and working parties.
- Maintain knowledge of ODMH business and operations requirements, and legislative standards and requirements.
- Demonstrate an on-going commitment to learning and sharing knowledge with others.

- Work in collaboration with the EA to CEO to support each other and the requirements of the role.
- Be a brand ambassador for ODMH and generate innovative ideas that assist us in achieving our purpose.
- Work within ODMH [policies and protocol](#)
- Demonstrate commitment to the care, safety and wellbeing of self and others in work environment

Your key skills and experience

Essential

- Demonstrated experience in providing a high calibre of administrative support and advice to executive staff and/or multiple teams.
- Exceptional organisational skills with the ability to prioritise, meet deadlines, work well under pressure, and manage a high volume of communications and information.
- A proactive, adaptable, and resilient approach to managing workload and competing priorities in a professional manner with a genuine commitment to those you support.
- Excellent written and verbal communication and interpersonal skills and the ability to confidentially and sensitively handle controversial and emotive issues.
- The ability to influence, network, and build relationships both within the organisation and externally.
- Demonstrated ability to bring a creative approach to problem solving and conflict resolution, including a willingness to admit mistakes.
- Demonstrated sound knowledge of Office 365 applications and the ability to adapt and innovate with new systems and software as they are introduced.

Desirable

- Experience working within the mental health or disability sector.
- An interest in learning about new organisational paradigms.