

## Position Description

<b>Position Title:</b>	Executive Assistant
<b>Program</b>	CatholicCare Victoria Housing
<b>Location:</b>	Ballarat with hybrid remote working. Travel to other locations may be required.
<b>Reports To:</b>	CEO CatholicCare Victoria Housing General Manager
<b>Award and Classification:</b>	Social, Community, Home Care and Disability Services Award 2010, Level 4

*This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria Housing

CatholicCare Victoria (CCV) has established CatholicCare Victoria Housing (CCVH) as a wholly owned subsidiary to develop the resources to become a significant supplier and manager of social housing in the state of Victoria.

CCVH, which previously was a Ballarat-based registered social housing provider, is now significantly expanding its resources to cover the whole of Victoria. CCVH has successfully bid for and won significant grant funding to deliver over 270 homes social housing homes across Victoria. CCVH intends to build a rapidly growing position in the provision and management of social housing and will continue to bid for funding from State and Federal government opportunities.

CCVH currently functions with a small but growing team with the use of external advisors and consultants. It also has a dedicated Board of independent Directors with relevant experience. The Board have forecast an exciting growth journey for the organisation with plans to triple in size within the next 12-18 months and will continue a growth trajectory for the next 3-5 years.

The organisations business systems, processes, policies, procedures, human resources, operations, and asset management will all need to develop in alignment with this growth. This is a hands-on role initially, with an opportunity to design and deliver the organisation of the future, acquiring talent and utilising specialist contractors as the business builds and gathers momentum.

## CatholicCare Housing Victoria Values

Values	Behaviours
<b>Integrity</b>	We are known for our commitment to honesty, trust and transparency. We do the right thing. We are known for our positive and inclusive culture and our openness and honesty.

CatholicCare Victoria Housing reserves the right to advertise positions and make no appointment.

<b>Respect</b>	We treat others as we would like to be treated and we show consideration for our clients and each other. We value each person's contribution and encourage the sharing of ideas.
<b>Inclusiveness</b>	We are inclusive, meaning we treat people as equal regardless of their race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity.
<b>Innovation</b>	We reward innovative ideas; we want to make sure we are always improving what we do and how we do it so that we can deliver excellent services and excellent homes for our clients.
<b>Fairness</b>	We are fair in our dealings with our clients and each other. We treat people with respect and dignity. We don't play favourites.

### Position Summary

The Executive Assistant will provide support and report directly to the CEO CatholicCare Victoria Housing. The position is part-time with possibility of extending to full time in the future.

The key requirements of this role will include, however are not limited to: advanced administrative support to the CEO; diary and travel management; assisting with other activities the Chief Financial Officer or Tenancy Team may have; assisting with program reporting requirements; preparing agenda and papers and taking minutes of governance meetings; Liaising with Board members as required; preparing correspondence; and other relevant duties appropriate to the position.

### Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Program Support	<ul style="list-style-type: none"> <li>Assist with tender preparation including research and collation of required information.</li> <li>Assist with reporting requirements including monitoring of report schedules, data collection and formulation of reports.</li> <li>Administer the various data base access and updates.</li> <li>Assist with program planning and development needs.</li> <li>Assist with project work.</li> <li>Prepare and respond to correspondence on behalf of General Managers, Client Services.</li> <li>Liaise with Board members and staff as required.</li> </ul>
Administrative Support	<ul style="list-style-type: none"> <li>Assist and support the CEO and other staff with high level administrative tasks such as preparing correspondence, report collation, data entry, archiving and filing.</li> <li>Perform email and diary management for the CEO.</li> <li>Draft and prepare written information and correspondence as required.</li> <li>Organise meetings including teleconference calls and technology platform meetings, and associated tasks such as preparation of agendas, minutes and distribution, follow up on action items and related correspondence.</li> <li>Organise meetings and program functions including venues, facilities and catering requirements.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Organise accommodation and travel bookings as required.</li> <li>• Process credit card transactions and invoices.</li> <li>• Maintain accurate and efficient information and filing systems for program requirements.</li> </ul>
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The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

### Reporting Relationship:

The position reports to and works under the close direction of the CEO.

### Position/s Reporting to Position:

Not applicable.

### Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the CEO (or other person's acting with the CEO's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria Housing.

## Stakeholder Relationships

### Internal Relationships:

Works under direction from the CEO, with supervisory and task prioritisation by the CEO and works cooperatively with all employees and leadership staff across CatholicCare Victoria Housing.

### External Relationships:

The position may be required to liaise with a range of stakeholders of the CatholicCare Victoria Housing, including the Board members, and members of other governance groups executive staff at CatholicCare Victoria, Homes Victoria, local government groups, Parishes etc.

## Organisational Responsibilities of the Position

### Workplace Health and Safety (WHS)

CatholicCare Victoria Housing is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria Housing policies and procedures; and

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- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

### **Cultural Safety and Respect**

CatholicCare Victoria Housing acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

### **Safety of Children, Young People and Vulnerable Adults**

CatholicCare Victoria Housing is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. Demonstrated experience in an advanced administrative role.
2. Excellent organisational and administrative skills, including an ability to prioritise workload, meet deadlines, pay attention to detail, and manage a varied workload in a busy environment.

### **Experience**

3. Experience in project and/or program administrative functions.
4. Experience in email and diary management functions.
5. Experience in the organisation and preparation of meetings including preparing agendas, minute taking and actioning items.

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<b>Date of Position Description:</b>	February 2023	<b>Position Description Template Version:</b>	November 2022
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## Knowledge, Skills and Attributes

6. High level competency in using a range of information and communications technology, including Microsoft Office suite and windows operating environment, with advanced Excel and PowerPoint operating knowledge and data entry skills.
7. Highly developed interpersonal, verbal and written communication skills.
8. High level of initiative and ability to work autonomously.
9. Ability to build strong networks and relationships with people at all levels.
10. Ability to work as part of a team.

## Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria Housing will conduct the Police Checks.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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