



# Executive Assistant

**DEPARTMENT:** Office of the CEO

**RESPONSIBLE TO:** Chief Executive Officer

## The Role:

The Executive Assistant position is an integral part of the Executive Team and is responsible for providing a high level of executive support, including administrative and secretarial support to the Chief Executive Officer, Director of Community Services and the Executive Director of Nursing and Midwifery.

## Key Responsibilities:

- Provide high-level administrative support to the Executive Team as required including information systems and reporting.
- Manage the Executive Office including maintenance of appointments and diary management.
- Co-ordinate meetings, inclusive of preparing agendas, taking minutes, collating and distributing papers and associated reports on a timely basis.
- Develop, maintain and continuously improve office procedures, filing systems, relevant policies and procedures and data bases in line with the requirements of the Executive Team.
- Maintain accounts register and manage payment of invoices.
- Attend to correspondence for the Executive Team as required.
- Work closely and liaise with the Board Secretary as well as working directly with the Executive Team.
- Assist with divisional projects to ensure optimal outcomes as required.
- Other duties and responsibilities as determined by the CEO

## Key Selection Criteria:

### Essential:

- Excellent organisational skills with the ability to develop, improve and maintain office systems and processes, including a keen eye for detail.
- Demonstrated experience working in a complex administrative and/or secretarial role.
- Exceptional interpersonal skills, with a demonstrated ability to interact and communicate with a diverse range of people.
- Demonstrated high-level telephone, reception and office administration skills and experience.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Advanced information technology skills using proprietary and commercial systems.
- Ability to prioritise work effectively and meet required deadlines and schedules with minimal supervision.
- A current driver's licence is required for this position.

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- Current Police Check.

**Desirable:**

- Previous experience in public health or in a health environment.
- A willingness and ability to learn new procedures, processes, software and systems.
- Certificate in Business Administration and/or demonstrated Administrative Assistant experience is highly desirable.

**Our Vision**

Leading our communities to excellence in integrated health and MTHCS

**Our Mission**

To provide people of all ages with access to quality, person-centred care in the Mallee.

**Our Philosophy**

Equitable and timely access to innovative models of care, supported by a local workforce that is engaged with the community.

**Our Services**

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

**Our Values**



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

**Public Sector Values**

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As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.
- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

### **Mallee Track Health and Community Service is a smoke free workplace**

#### **Child Safe Organisation**

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

#### **Occupational Health and Environmental Safety**

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

#### **Acknowledgement**

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, the legislative requirements and policies and procedures of the organisation.

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Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Staff Member

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Manager / Executive

Print Name: \_\_\_\_\_

cc: Personnel File

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