

POSITION DESCRIPTION

POSITION TITLE	Executive Officer		
POSITION OVERVIEW	Providing secretarial and administrative support to the WCS Board, CEO, Executive and Leadership teams, and as the Privacy and Complaints Officer.		
CLASSIFICATION	Level 7	SERVICE AREA	CEO
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 38
LOCATION	Callam offices		
IMMEDIATE MANAGER	Chief Executive Officer		
INDUSTRIAL AGREEMENT	Woden Community Service Inc – Caring for our people, building our capability to serve – Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	CEO, Executive Team, Board members, Leadership Forum, corporate services		
EXTERNAL	Staff at all management levels from other organisations and government departments; external suppliers; individuals through the Privacy and Complaints processes.		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Coordinate the organisation of Executive level and Leadership Forum business functions and internal / external meetings including agendas and minutes. ▪ Perform the role of Board Secretary for the WCS Board and sub-committees, including coordinating meetings, agendas, minutes and managing all relevant legal documentation and timeframes for regulatory bodies. ▪ Produce correspondence, presentations and reports both of a general and confidential nature on behalf of the CEO, Executive Team and Board. ▪ Ensure timely coordination of monthly reports prepared by the Executive Team. ▪ Ensure presentations and reports for CEO and Board events are prepared and distributed on time. ▪ Organise business appointments and travel arrangements for the CEO. ▪ Manage enquires, complaints, feedback, subpoenas, freedom of information and personal information requests sensitively and professionally, while escalating urgent matters for the CEO's attention. ▪ Provide secretariat support to the Reconciliation Action Plan Working Group. ▪ Assist with setting and administrating budgets, including payment of accounts, accruals, and credit card reconciliations. ▪ Communicate on the CEO's behalf with the organisation's executives, executives of external organisations, Board members, suppliers and clients. ▪ Oversight of WCS's contracts, tenders and grants in managing the centralised document 			

storage and supporting service lines.

- Maintain confidentiality with sensitive information at all times.
- Contribute to the ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives.
- Contribute as an effective team member by sharing information, supporting and assisting colleagues in a proactive manner to meet organisation goals and timeframes.
- Perform other duties as directed by the CEO.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times.
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.

EXPERIENCE & QUALIFICATIONS

Essential	<ul style="list-style-type: none"> Exceptional organisational and administrative skills. Highly effective interpersonal, communication (written and verbal) and influencing skills. Intermediate Microsoft Office skills including Word, Excel and PowerPoint. Ability to work autonomously, employ initiative to find solutions, prioritise and exercise discretion and confidentiality. A proactive and flexible approach to work. Ability to liaise at an executive and board level and work under pressure. High level of attention to detail, in writing, reading and editing.
Desirable	<ul style="list-style-type: none"> Business administration qualification or equivalent. Previous work in a for-purpose organisation. Experience with legal and governance documentation.
Other	<ul style="list-style-type: none"> Ability to work outside normal business hours as required for Board meetings. Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: January 2022	Revised: January 2022	Version: V3
Employee's name		Signature	
		DATE	