



Position Description

Position Details

Position Title	Executive Assistant
Position number	011
Department / Division	Corporate
Classification	Administration
Salary Range (Optional)	Based on Eperience
Employment Type	Permanent Full Time
Work Location	Darwin, Northern Territory
Reports to	Chief Executive Officer
Reporting lines	NA
Organisation link	https://redlily.org.au/

Primary Objective

You will provide high-level, confidential senior administrative support to the office of the CEO and to RLHB Directors. Duties include clerical, administrative and project-based and include scheduling travel, arranging meetings, handling information requests, preparing reports and correspondence and liaising with Aboriginal and Torres Strait Islander Community members and Service Providers.

You will be privy to confidential information and as such, requires diplomacy and discretion. You will be responsible for managing the CEO's schedule, workload and ensure they are adequately prepared for meetings. Prior to meetings, the Executive Assistant will prepare the Meeting Agenda and provide needed background information to the CEO.

As the RLHB Board Directors and Alternates Executive Assistant you are responsible for providing high-level, confidential, and administrative support. You will be responsible for managing travel, logistics and accommodation in a timely manner for Members attending Board and AGM Meetings. You will communicate effectively and efficiently with them, providing Board and AGM agendas, previous minutes, correspondence, resources, and material to sufficiently prepare them. You are responsible for keeping them informed of any RLHB Business that they need to be aware of and continuously liaison and keep them informed. Support Board in providing feedback on papers, agenda and meeting format and to work with the CEO and Board Chair to ensure the meetings are running smoothly and Board Directors are receiving the information they require without being overloaded.

About The Team

This position is part of the Red Lily Corporate team that supports primary health care delivery in West Arnhem communities. Coordination with other teams within Red Lily and beyond will be necessary to ensure that the community receives high quality services and achieves good outcomes.



Position Responsibilities

Executive Assistant

1. Continuously work to maximise the efficient use of the CEO's time and resources.
2. Provide high-level secretariat support to the CEO, including the preparation of and distribution of meeting schedules, agenda, diaries, minutes, and action item lists.
3. Ensure that operational changes are documented in minute form and circulated to all relevant staff.
4. Communicate directly to the Board on behalf of CEO.
5. Screen incoming calls, make notes of essential information and prioritizing the calls to be returned by the CEO.
6. Manage the CEO Inbox.
7. Travel with CEO when required.
8. Develop and utilise good working relationships and networks with other organisations at both the community and professional level.

Board Directors Secretariat

1. Provide high-level secretariat support to the Board Directors and Alternates.
2. Prepare and provide agendas, previous minutes, correspondence, material, and resources in timely manner.
3. Manage the logistics for Board Directors to support them in being available to attend Meetings including making travel arrangements and other bookings.
4. Responsible for reporting to Board Directors; review and prepare Board Papers including all reporting to the Board in Collaboration with the Board Chair and CEO.
5. Work in collaboration with external stakeholders in supporting board members and events i.e. Red Lily Timeline, Interviews, Panel, Website etc.
6. Travel with the Board Directors to attend Board and AGM Meetings and other events when required.

Functions and Events

1. Responsible for organising corporate functions and events as advised by CEO.
2. Responsible for organising functions and events on behalf of the Board Directors as directed.

Community Liaison

1. Work collaboratively with Aboriginal and Torres Strait community members, local groups and agencies with a focus on providing community development within the context of a Primary Health Care Service.
2. Develop and maintain strong and effective relationships and communication with West Arnhem Communities.
3. Participate in local community meetings to establish rapport with key stakeholders and build resilience within the community.

Organisational Responsibilities

1. Adhere to all organisational policies, procedures, standards and practices e.g., Information and records management, confidentiality.

2. Complete and participate in regular formal and informal performance feedback and improvement sessions.
3. Represent and promote Red Lily Health's vision values.
4. Act as a role model for staff and clients.
5. Participate in staff development and training as directed by your manager.
6. Other duties as required, consistent with skills and experience, as directed by the Line Manager.

Quality and Workplace Health and Safety

1. Support and participate in the development of continuous quality improvement activities within Red Lily Health.
2. Ensure your personal health and safety and that of others in the workplace.
3. Report all accidents, incidents, near misses and hazards immediately.

Selection Criteria

Essential

1. Sound experience in office management and organisational behaviour.
2. Advanced level of proficiency with the Microsoft Office suite, and internet.
3. Problem solving abilities, initiative, planning and coordination skills, effective communication in a multidisciplinary and cross-cultural environment.
4. Ability to work as a team member in a cross-cultural environment.
5. High level organisation skills and time management.
6. Current NT driver's license or ability to obtain.
7. Willingness to travel by air and road to remote communities.
8. A satisfactorily Police check (through Safe NT website). A criminal history will not exclude an applicant from this position unless it is relevant to the role.
9. Current Working with Children's Card (OCHRE card) or ability to obtain.
10. Full rights to work in Australia.

Desirable

1. Bachelor's degree in business administration.
2. Background in health service administration.