

POSITION DESCRIPTION

Job Title:	Executive Assistant to CEO & Project Director - Collective ed.	Reporting To:	Chief Executive Officer
Department/Group:	Collective ed. / Head Office	Travel Required:	Brief occasional intrastate
Location:	Hobart	Position Type:	Full-time ongoing – 0.8 FTE will be considered for the right applicant
Level/Salary Range:	\$60,000 + Super + PBI salary packaging = Commercial equivalent take home pay of around \$70,000	Leave Entitlements:	25 days annual leave (pro-rata) 10 days personal leave (pro-rata) Other leave as per National Employment Standards
Position Contacts	Ebeny Wood ebeny@beaconfoundation.net Scott Harris scott@beaconfoundation.net	HR Contact	Alice Richards recruitment@beaconfoundation.net

ROLE (PURPOSE):

Provide the Chief Executive Officer (CEO) and Project Director – Collective ed. with high level administration support to ensure Beacon Foundation office is highly functional and responsive

KEY ATTRIBUTES (BE):

- Passion for creating better opportunities for young Australians and demonstrated commitment to and understanding of the Beacon Foundation's core values of passion, team, professionalism, flexibility and innovation
- Professional customer centric interpersonal communication skills
- Highly developed organisational, time management and attention to detail skills
- Resilient and agile with the ability to manage competing priorities and embrace change
- Strong initiative and drive to self-motivate and work as part of a team
- Proactive, quick thinking and determined ensuring individual and team needs are continuously met
- Maintain high standards of work practices and ensure integrity, respect and confidentiality
- Flexible in hours of work to ensure successful implementation of work functions and tasks, when required
- Strong Microsoft Office Suite skills and interest in technology
- Maintain high standards of work practice that embody integrity, professionalism, respect and confidentiality at all times
- Support and promote the work of Beacon and maintain a positive image of the organisation

KEY RESPONSIBILITIES (Do):

ADMINISTRATIVE & OPERATIONAL SUPPORT

- Provide high level administrative support primarily for the CEO and Project Director – Collective ed. by managing emails and correspondence
- Diary management including acknowledging and processing invitations, monitoring deadlines, follow-up actions and commitments and alert matters requiring immediate attention
- Organise and proactively manage travel bookings and associated meetings and appointments

- Coordinate and support meetings, including coordination of attendees, organising pre-briefs where required and prepare and distribute meeting minutes
- Assist with the preparation, formatting and distribution of agenda and associated papers for Board, committee and various other key meetings
- Manage sensitive and confidential information with appropriate discretion and maintain organisational records

COMMUNICATION & EVENT MANAGEMENT

- Prepare and format a range of complex high quality documentation including presentations, meeting papers and briefing documents, often within short time frames
- Support the planning of meetings and events including venue booking and catering with seamless execution
- Identify, obtain and analyse information from a variety of sources to develop briefing notes that provide an understanding of individuals and organisations the executive member is meeting, compile and edit supporting documentation and provide discussion points to facilitate productive meetings
- Build and maintain productive working relationships with key internal and external stakeholders
- Ensure strong relationships with Beacon staff and participate in Beacon Foundation professional development opportunities including conferences and workshops
- Meet internal administration requirements including Key Performance Indicators, budgets, record keeping and reporting, and adherence to Beacon Foundation policies and procedures at all times
- Support other Beacon Foundation administration needs as required

EXPERIENCE AND CHECKS:

- Experience in a similar high level administration role
- Proficient user of the Microsoft Office Suite, particularly Outlook, Word and Excel
- Current Employment Working with Vulnerable People check and Satisfactory National Police Check
- Current driver's license

HOW TO APPLY:

Please email your application to recruitment@beaconfoundation.net. Applications must include:

- A cover letter/statement of no more than two pages outlining your skills and experience against the above Key Attributes and Key Responsibilities;
- Detailed resume; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position.

SALARY PACKAGING:

As Beacon is a Public Benevolent Institution (PBI), salary packaging is available. Salary packaging enables you to reduce the amount of income tax you pay and therefore increases your take-home pay. Packaging of up to \$18,550 per annum (1 April – 31 March) for General Living and Meal and Entertainment expenses is available from your pre-tax income. Individual circumstances may impact your total benefit. For more information, please visit www.accesspay.com.au

Approved by Scott Harris – Chief Executive Officer – May 2018