



## Position Description

Job title:	Executive Assistant & Governance Officer
Award:	SCHADS
Classification:	Level 4 – pay point dependent on experience
Reports to:	CEO Close collaboration with admin and management team
Status:	0.8EFT
Date updated:	August 2022

### Job Purpose

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Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

This role is responsible for providing executive support to the CEO and Board of MMIGP including diary and task management, liaison with internal and external stakeholders, preparation of materials including board and other executive correspondence, briefing papers, and presentations. Furthermore, providing critical governance support to MMIGP's Board of Directors and general office administration.

### Key Responsibilities

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#### **Executive Support to the CEO**

- Provide high quality executive, administrative and secretariat support to the CEO, Executive, Board and Board Sub-Committees
- Manage incoming calls, emails and correspondence, proactively determining significance and managing distribution to the CEO and management team
- Receive, acknowledge and process all invitations for the CEO and Board Members of MMIGP
- Organise meetings involving the CEO and Board Members of MMIGP
- Manage, through the Operations Manager, all travel, accommodation and itineraries for the CEO
- Coordinate the preparation and collation of speaking and meeting briefs for the CEO and Chairperson where applicable
- Manage confidential and sensitive documentation with appropriate discretion
- Prepare and/or coordinate the preparation of presentations for the CEO



- Act as first point of contact for key stakeholders, including Board of Directors, MMIGP's Elders' Council, Ministerial and Parliamentary offices, senior Government officials and members of MMIGP staff, and liaise with key stakeholders as required
- Alert the CEO to matters requiring immediate attention, and manage those issues in the CEO's absence, in conjunction with senior managers.
- Manage CEO diary within the scope of the position
- Coordinate and support internal meetings, training etc

### **Governance Support for MMIGP**

- Schedule all meetings of the Board of Directors and relevant subcommittees.
- Work with the Chairperson, CEO and Senior Managers to prepare and distribute meeting agendas and papers (correspondence, staff reports etc).
- Attend and minute all meetings and prepare action lists.
- Manage meeting action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach.
- Provide support to the Chairperson and Board of Director members around governance and reporting requirements including MMIGP's Constitution, Australian Securities Investment Committee (ASIC) reporting, and maintain Governance policies and procedures.
- Prepare and distribute orientation and induction packs for new Board Directors and subcommittee members.
- Provide additional governance support as required including support with the development of governance policies and subcommittee Terms of Reference.
- Provide support for the AGM and other General Meetings including liaising with the CEO and senior managers to ensure the process is professional, smooth and efficient

### **General**

- Maintain and improve filing and database systems that support the Office of the CEO and Board of Directors
- Contribute to the development of a working environment that reflects MMIGP values and complies with organisational policies.
- Develop and maintain positive relationships with internal and external stakeholders
- Lead by example and contribute to building an organisational culture based on collaboration, program excellence and innovation
- Focus on continuous quality improvement to support to the CEO and Board Directors is reflective of best practice
- Adopt and apply OH&S policies and procedures to ensure a safe work environment



## Key selection Criteria

### Experience, Qualifications & Skills

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- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal and Torres Strait Islander people
- Understanding of the specific cultural and historical and contemporary issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma and the Stolen Generations
- A tertiary qualification in Business Administration or similar and/or demonstrated experience
- Exceptional planning and coordination skills
- Experience in providing support and advice at a senior level including to CEO, Executive Team Members and/or Boards
- Well-developed skills in establishing and managing stakeholder relationships
- High level written and oral communication skills and ability (including in relation to drafting correspondence and writing executive briefings etc)
- Ability to communicate and work effectively with staff from relevant government departments, Aboriginal Community Controlled Organisations and other mainstream services
- Well-developed time management skills
- Sound computer skills including a good working knowledge of Word, Excel, PowerPoint, email and internet.
- Ability to exercise discretion and maintain absolute confidentiality

### Required

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Appointment may be subject to satisfactory completion of screening requirements including but not limited to:

- A current or willingness to obtain a Working with Children Check and Police Check
- Available to work flexible hours including weekends, school holidays and afterhours where required
- A valid Australian driver's license

### Personal Attributes

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- Culturally aware and inclusive
- Client and Community focused
- Able to contribute to a positive working environment
- Ethical, honest and intuitive
- Self-disciplined and motivated
- Analytical and determined
- Ability to work under pressure
- Good team player

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.