

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY POSITION DESCRIPTION

POSITION: Executive Assistant
(0.6 FTE ongoing)

REPORTS TO: Chief Executive Officer

POSITION OBJECTIVES

The purpose of this position is to provide administrative support to the Chief Executive Officer.

KEY RESPONSIBILITIES

The duties of the position include:

- Provision of administrative support to the CEO as directed.
- Provision of administrative support to committees chaired by the CEO:
 - Meeting paper preparation and distribution, including agenda and all supporting documentation, venue, catering, minutes and action lists.
 - Delivery of some discreet projects assigned by the CEO.

SPECIALIST KNOWLEDGE AND SKILLS

- Exceptional writing and oral communication skills.
- Knowledge of and proven ability in use of IT applications including the Microsoft Office Suite and some experience with graphic design programs.
- Proven experience with executive governance, meeting conduct and record keeping.
- Proven time management and prioritisation skills and the ability to work autonomously when required.
- Proven ability to plan and schedule events and meetings independently and without supervision.

INTER-PERSONAL SKILLS

- The ability to work collaboratively with senior agency and government staff.
- Able to pursue the goals and objectives of the Authority in a professional and sensitive manner.
- Able to understand complex and technical issues and communicate them in a clear and concise manner.

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JUDGEMENT AND DECISION MAKING

- There is a regular requirement for decision making in a short time frame with limited support.
- Sound judgement is required given our activities often involve one or more partner agencies and community groups.

ORGANISATIONAL RELATIONSHIPS

SUPERVISES/MANAGES

Not applicable.

INTERNAL LIAISON

- Position will require liaison with all functions within the Authority:
 - Senior Management
 - Staff
 - Hosted organisations

EXTERNAL LIAISON

- Other CMA's
- State and Federal Government Departments and Agencies
- Local Government
- Community Groups
- Media, mainly local with occasional state and national level interest.
- Members of the public

VALUES

- The Authority adopts the values of the Victorian Public Sector Commission to guide our behaviours and decision making. All staff have an important role to play in upholding the values and culture of the organisation.

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ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: Not applicable.
- Number of staff reporting indirectly: Not applicable.

SCALE OF OPERATIONS

Budget

- Budget expenditure under direct control – Nil.

EXTENT OF AUTHORITY

Financial delegations

- As per the Authority's Instrument of Financial Delegations.

Other

- Issuing correspondence within the guidelines and policies and procedures of the Authority.

QUALIFICATIONS AND EXPERIENCE

- Possession of an Degree or demonstrated experience in Business Management and Administration.
- Experience in executive level governance is required.
- Demonstrated experience in supporting a senior management position in a Government setting.

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KEY SELECTION CRITERIA

- Possession of an Degree or demonstrated experience in Business Management and Administration.
- Proven knowledge, skills and experience in supporting a senior manager and management teams in an administrative role.
- Strong written and oral communication skills.
- Proven experience and competence in executive level governance, meeting conduct and record keeping.
- Proven time management and prioritisation skills and the ability to work autonomously when required.
- Proven ability to effectively communicate and build and maintain positive relationships with staff, management, government and partners at all levels.

POSITION REQUIREMENTS

- Hold a current Victorian Drivers Licence
- Successfully obtain a Satisfactory Police Check

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OH&S RESPONSIBILITIES STATEMENT

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Occupational Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

RESPONSIBILITIES

Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities.
- Approval and annual review of the OHS Policy.
- Monitoring health and safety performance and the implementation of the OHS Policy.

Chief Executive Officer

- Operational delivery of the OHS policy together with the maintenance of all relevant procedures.
- Operational delivery, management and annual review of the Safety Management System.
- To exercise due care and diligence to meet applicable legal requirements.
- Reporting to the Board on Occupational Health and Safety performance.
- Ensure appropriate people and budgetary resources are provided for the Authority to deliver on its health and safety obligations.
- Establish occupational health & safety responsibilities for employees, all levels of management and the occupational health and safety committee that will ensure the OH &S systems are effective.

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Managers

- Demonstrate occupational health and safety leadership and ensure that their management decisions and actions are consistent with the intent of the occupational health & safety policy.
- Accept and communicate the occupational health and safety policy intent to all staff and ensure compliance.
- Review the Occupational Health & Safety Management system and relevant procedures annually.
- Identify all potential occupational health risks and establish a program of prevention, monitoring and employee awareness.
- Establish and implement effective induction and safe work skills training programs for all new employees and implement regular work skills retraining programs.
- Monitor and supervise employees under their management
- Conduct investigations and implement corrective actions for all workplace occurrences i.e. lost time injuries, plant, product and equipment damage, minor injuries and near miss occurrences.
- Ensure injured employees are rehabilitated and an early return to the workplace is achieved.
- Encourage employee participation in hazard inspections, reporting and corrective action processes.
- Ensure sufficient protective equipment and personal protective clothing is available and correctly used and maintained.
- Periodically audit the effectiveness of the occupational health and safety systems.

Works Coordinators & Team Leaders

- Assist with the review of the Occupational Health & Safety Management system and relevant procedures.
- Conduct regular recorded risk assessments/audits and ensure suitable controls are implemented on the basis of established priorities.
- Communicate occupational health and safety performance and progress regularly to senior management.

All Employees

- To accept and abide by the intent of the OH & S policy.
- Comply with all safe work practices and procedures.
- Undertake periodic retraining in safe work practices and safe work skills.
- Undertake workplace inspections as required.
- Report all hazards and hazardous activities to management.

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- To contribute in incident investigations and when possible assist in the implementation of corrective actions.
- Participate in reviews of work practices and procedures periodically.
- Use protective equipment and personal protective equipment issued according to defined standards.
- To participate in rehabilitation programs if and when required.
- Working with due care and consideration to safeguard their own health and safety and the health and safety of others.