

POSITION DESCRIPTION

Executive Officer



Position	Executive Officer
Business Unit	Executive
Classification	AIDA Level 4
Location	Old Parliament House, 18 King George Terrace, Parkes ACT
Status	Maximum Term Contract
Responsible to	Deputy Chief Executive Officer
Responsible for	Executive Support Officer

Australian Indigenous Doctors' Association

The Australian Indigenous Doctors' Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Indigenous people. We do this by working towards reaching population parity of Indigenous medical students and doctors, and supporting a culturally safe healthcare system.

Values

The Australian Indigenous Doctors' Association:

- is respectful and reflective of our connections to the past, present and future;
- pursues social justice, Indigenous and human rights;
- maintains cultural integrity, honesty and transparency; and
- fosters the highest standards of professionalism and excellence.

Code of Conduct

All Australian Indigenous Doctors' Association members and employees must:

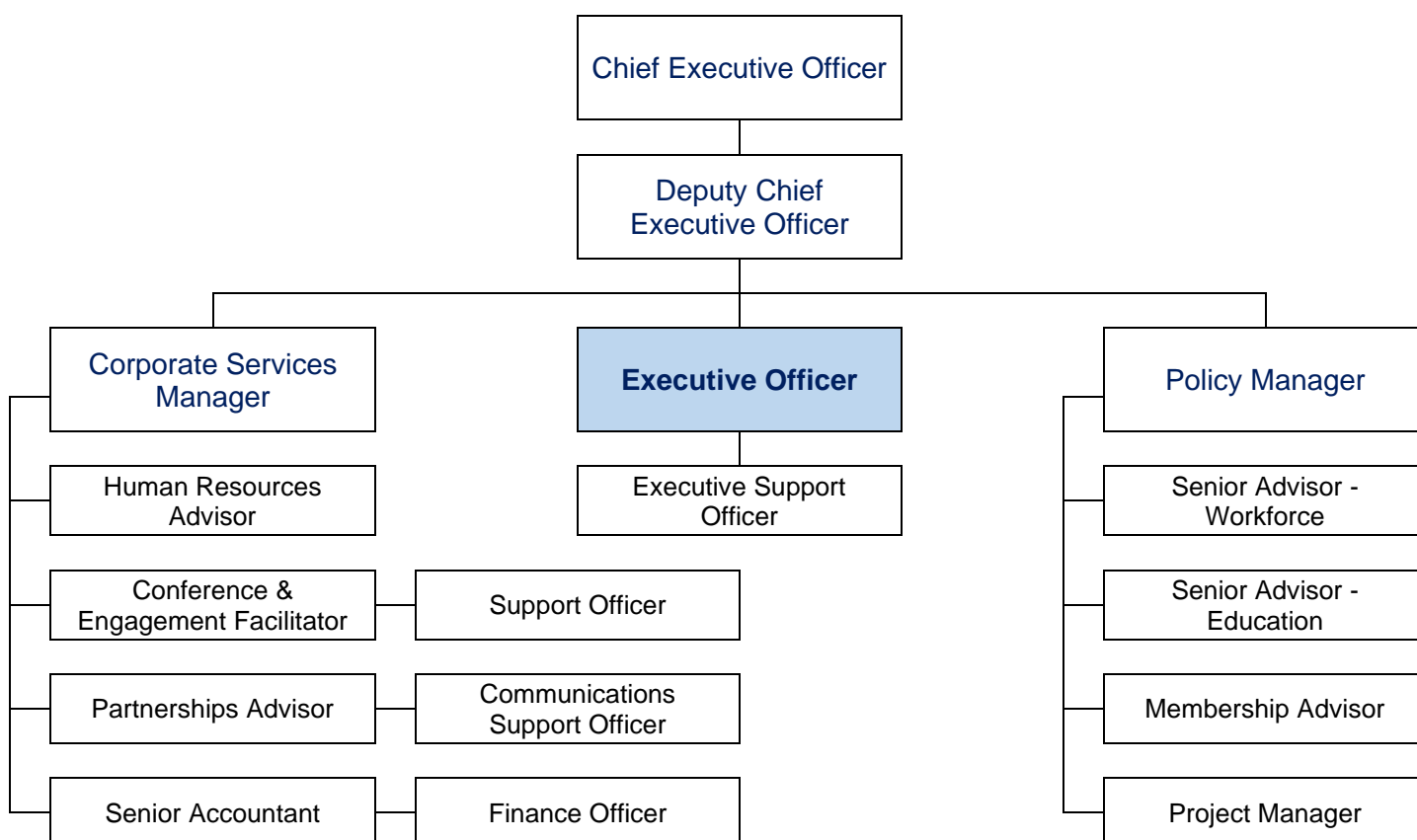
- at all times behave in a way that upholds the AIDA Values;
- treat everyone with respect, dignity, courtesy, sensitivity, and ensure that they do not become involved in or encourage discrimination or harassment;
- practice cultural safety and respect the diversity of experiences, expertises and opinions within the organisation;
- act professionally, with discretion, confidentiality and sound judgement;
- act with care and diligence in the course of AIDA membership/employment; and
- declare all involvements or interests that may be either perceived or actual conflicts and stand aside, as necessary, from decision making on these matters.

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Organisational Structure



Position Purpose + Responsibilities

The Executive Officer is responsible for ensuring the successful management of the Executive team, primarily acting as the Executive's point of contact in liaison with stakeholders, diary management, meeting coordination and preparation of key research and strategic documentation and presentations.

The Executive Officer is responsible for coaching and developing reporting staff, delegating responsibilities and setting expectations for accountability, providing effective performance feedback through employee recognition, rewards and disciplinary action, and managing employee work schedules including workloads, leave approvals, professional development and absenteeism management.

The following responsibilities are intended to describe the general nature and level of work being performed. They are not intended to represent an exhaustive list of all responsibilities, duties and skills required.

In accordance with principles of workplace diversity, workplace participation, safe working environment and the empowerment of Aboriginal and Torres Strait Islander people, you will undertake the following tasks either individually or as a member of a team.

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Specialist

1. Provide high level secretariat support including:
 - diary management, travel bookings, screening of calls and fielding enquiries
 - preparation of meeting agendas and papers, minutes, briefings and other Board related matters
 - minute-taking, reporting on follow-up actions and drafting of correspondence, proof-reading
 - meeting coordination (room bookings, IT and requirements, catering, invitations)
 - review/approval and dissemination of meeting papers and minutes
 - coordinating committee meetings and stakeholder consultations including liaison with stakeholders, travel, preparation of meeting packs and other associated logistics
 - development of templates for correspondence, presentations and administrative processes
2. Act as point of contact with the AIDA President, Vice President and Board of Directors for travel, representation and diary management as required
3. Coordinate AIDA Board logistics, meeting papers, follow-up actions
4. Coordinate and manage AIDA representation on external committees including policy advocacy and preparation of briefing materials as required
5. Liaise with and support the AIDA Board
6. Coordination of confidential and/or sensitive tasks on behalf of the CEO and Deputy CEO
7. Implementation of, monitoring and reporting on strategic, operational and project plans
8. Research and preparation of strategic advice, information, reports and briefings as requested, including general research support
9. Develop relationships and partnerships with key stakeholders
10. Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples
11. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples
12. Other duties within your capabilities as directed

Risk Management

13. Report all matters beyond your authority promptly
14. Take all practical measures to ensure your workplace is safe and without risk to health or safety

Administration

15. Contribute to continuous quality improvement systems that enhance the effectiveness, efficiency and productivity of the organisation
16. Effectively liaise, negotiate and influence a range of stakeholders in government, non-government and corporate sectors including both Indigenous and non-Indigenous stakeholders
17. Effectively contribute to AIDA organisational outcomes, strategic directions, planning, implementation, evaluation and quality improvement
18. Effectively represent AIDA in a range of settings
19. Provide timely updates and input to cross-team outcomes that support organisational goals and deliverables
20. Undertake effective records management
21. Work as an effective member of the AIDA team including building relationships across AIDA to achieve organisational outcomes
22. Develop a program of personal education relative to this position and undertake relevant training
23. Maintain a personal time management system to ensure deadlines are met; to ensure that other staff are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

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Scope of Authority

Works independently, as well as in a team, within general guidelines and objectives provided by the Deputy Chief Executive Officer and/or Chief Executive Officer, and in liaison with the Executive Team.

Freedom to act within the scope of the position includes but is not limited to:

- researching and recommending appropriate functional solutions
- determine most suitable and cost appropriate travel arrangements for each circumstance
- authorising expenditure as per endorsed Delegated Authority

KPIs + Required Outcomes

- Demonstrates agility, the ability to manage multiple tasks and to facilitate effective time management
- Provision of high level administrative and secretarial support to the CEO, DCEO and Board
- Coordination and support of meetings and briefings are well planned and executed
- Documentation is well prepared and accurate
- Manages all meetings and events (including travel arrangements) so that workflow occurs smoothly and maximises the efficiency of the CEO and DCEO at all times
- Operates at all levels in a professional and respectful manner at all times
- Efficient diary management, travel planning, meeting and event coordination and work prioritisation
- Electronic and paper filing systems are well organised and maintained.
- All sensitive / confidential information managed with integrity and maturity
- Contributes to the efficiency of the administrative function through business improvement initiatives
- Be an ambassador for AIDA's values, setting the highest standard of conduct and behaviour and represent the company at the highest level at all times

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Qualifications / Skills + Experience / Knowledge / Personal Attributes

Qualifications

- Qualifications in business administration or a related field (and/or a commensurate level of administrative experience at executive level)

Skills and Experience

- Demonstrated experience providing high level secretarial, coordination and administrative support to a senior executive, including the ability to manage complex diaries, manage email, book travel, maintain accurate records, and provide secretariat services for committees and/or high-level meetings
- Demonstrated ability to manage multiple tasks and adapt to changing work priorities in order to deliver quality outcomes within short timeframes and with minimal supervision
- Outstanding written and verbal communication skills and the ability to interact positively and effectively with a wide variety of stakeholders with sound judgement, discretion and confidentiality
- Demonstrated ability to use initiative and problem solving
- High standard of competency in Microsoft Office and related applications
- High level attention to detail
- Ability to work cooperatively and flexibly to fulfil individual and team performance
- Consultation, collaboration, partnership and stakeholder relationship expertise

Knowledge

- Contemporary knowledge across administration and Board management

Personal Attributes

- Culturally aware, inclusive in approach and respectful of all others at all times
- Calm and highly organised, flexible, good time management
- Commitment to collaborative working relationships, and has the initiative and drive to improve workplace processes
- Exceptional standards of personal integrity, sensitivity, discretion, diplomacy
- Strategic thinker,
- Convincing and confident communicator
- Demonstrated ability to work with minimal guidance

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Core Capabilities

Essential

- Relevant qualifications **and/or** experience
- An understanding of the issues affecting Aboriginal and/or Torres Strait Islander people
- An ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people
- Demonstrated ability to support strategic direction
- Demonstrated ability to achieve results
- Demonstrated ability to support productive working relationships
- Displays personal drive and integrity
- Demonstrated ability to communicate with influence

Desirable

- Experience in a not-for-profit organisation
- Experience in an Indigenous organisation

This attachment sets out the type of information we are looking for against each of the core competency listed above. You will see that under each core competency there is a list of bullet points which provides guidance on the types of things that are considered relevant against the competency. **Please note that you are not limited to the dot points provided nor are you expected to address each dot point - they provide additional guidance only...**

Relevant qualifications and/or experience

- apply qualifications in an area similar to that described in the Position Description
- gained and/or apply experience in an area(s) similar to that described in the Position Description

Ability to support strategic direction

- supports shared purpose and directions
- thinks strategically
- harnesses information and opportunities
- shows judgment, intelligence and common-sense

Ability to achieve results

- identifies and uses resources wisely
- applies and builds professional expertise
- responds positively to change
- takes responsibility for managing work projects to achieve results

Ability to support productive working relationships

- nurtures internal and external relationships
- listens to, understands and recognises the needs of others
- values individual differences and diversity
- shares learning and supports others

Displays personal drive and integrity

- demonstrates personal professionalism and probity
- engages with risk and shows personal courage
- commits to action
- promotes and adopts a positive and balanced approach to work
- demonstrates self-awareness and a commitment to personal development

Ability to communicate with influence

- communicates clearly
- listens, understands and adapts to audiences
- negotiates confidently