



Position Description

POSITION DETAILS

| | |
|------------------------|---|
| Job title: | Executive Assistant |
| Classification level: | 4 |
| Service area: | Executive |
| Location: | Box Hill |
| Reports to: | Chief Executive Officer Close collaboration with the People & Shared Services team |
| Direct reports: | N/A |
| Employment status: | Full-time, fixed-term contract to August 2020 (parental leave replacement). Possibility of extension ECLC would welcome secondment or other flexible arrangements where this can be agreed with an applicant's employer All positions at the Centre are subject to the continuation of external funding |
| Employment conditions: | In accordance with the Eastern Community Legal Centre Enterprise Agreement 2013-2016 and applicable legislation, the operational policies of ECLC and the requirements contained in this position description |
| Probationary period: | A three month probationary period applies, which may be extended by an additional three months. Employment may be terminated by the employee or ECLC within the probation period with two weeks written notice |
| Remuneration: | Salary package circa \$74,000 per annum based on qualifications, skills and experience, comprising cash salary (\$66,788.80), employer funded superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> and the benefits of tax-effective salary packaging available (including access to Accommodation and Meal Entertainment packaging) |
| Travel: | The position may require attendance at alternate locations, including other ECLC offices, in addition to occasional evening commitments. Generally, employees utilise their insured and roadworthy private vehicles with travel costs reimbursed |



EASTERN COMMUNITY LEGAL CENTRE

Eastern Community Legal Centre (ECLC) has been working with individuals and communities for over 40 years to resolve legal problems, improve laws and legal processes and alleviate socio-economic disadvantage, ECLC's vision is a community that respects and upholds human rights, fairness and justice.

ECLC provides legal services, including information and referral, education, advice and advocacy, primarily to people living in Boroondara, Manningham, Whitehorse, Maroondah, Knox and the Yarra Ranges, as well as some specific services in Monash.

ECLC aims to make legal help available to all those in the community who would otherwise not have access to a lawyer, whilst prioritising services and targeting programs to those who experience acute disadvantage.

POSITION CONTEXT

This role is responsible for providing executive support to the CEO, Board and Executive as well the coordination of key social, volunteer and other events.

COLLABORATES WITH

ECLC CEO, Board and management, employees and volunteers. Service providers, partner agencies, government officials and funding bodies.

DECISION MAKING AUTHORITY

Decisions regarding day to day work flow. Executive support and strategic communications in consultation with CEO.



| KEY RESPONSIBILITY AREAS | | |
|--------------------------|--|---|
| No. | Key Responsibilities | Performance Measures |
| 1. | <p>Executive Support</p> <p>1.1 Provide high quality executive, administrative and secretariat support to the CEO, Executive, Board and Board Sub-Committees including:</p> <ul style="list-style-type: none"> • organise meetings, prepare agendas and take minutes • distribute briefing materials, reports, correspondence and other documentation • manage CEO diary within the scope of the position • Board correspondence under the direction of the CEO • liaison with directors, management and other staff as directed by the CEO. <p>1.2 Provide executive support at director-level.</p> <p>1.3 Management of both internal and external stakeholder relationships, demonstrating awareness of external environment.</p> <p>1.4 Disseminate relevant executive and management documents including internal reporting under the direction of the CEO.</p> <p>1.5 Contribute to strategic information management, including statistical reporting at director, CEO, Board and Executive level</p> <p>1.6 Develop and maintain effective administrative processes including records management, creating new systems when required.</p> <p>1.7 Co-ordinate travel arrangements for centre staff as required.</p> <p>1.8 Contribute to strategic planning.</p> | <p>Prepare for, attend and minute board meetings (approx. 6 per year), board sub-committee meetings (approx. 8 per year) and director-level meetings (weekly).</p> <p>Under direction of CEO, distribute Board papers 5 days prior to meetings; distribute Executive papers on a monthly basis.</p> <p>Facilitate weekly diary planning meeting with CEO.</p> <p>Accurate records maintained at all times and administrative processes reviewed periodically.</p> <p>Statistical reports provided in line with meeting schedules.</p> |
| 2. | <p>Other support</p> <p>2.1 Coordinate key external events including but not limited to the annual dinner, AGM, launches and staff functions.</p> <p>2.2 Coordinate and support internal meetings, training etc.</p> <p>2.3 Collaborate with People & Shared Services staff in the production of external publications and resources within the scope of the position.</p> <p>2.4 Collaborate with People & Shared Services and other relevant staff in the development and management of the ECLC intranet.</p> | <p>Key internal and external events delivered within timeframe and budget</p> <p>Effective collaboration with People & shared Services staff in the delivery of key publications within timeframe and budget</p> <p>Intranet currency maintained.</p> |



KEY SELECTION CRITERIA (QUALIFICATIONS, KNOWLEDGE & SKILLS, PERSONAL ATTRIBUTES)

Mandatory Qualifications

- Minimum certificate-level qualification in administration, legal services or other relevant field

Essential Knowledge & Skills

- Experience in a similar role, providing high level administrative support to CEO, Board and/or executives
- Ability to exercise discretion and maintain absolute confidentiality
- Demonstrated capacity for resourcefulness, self-motivation with an ability to manage competing and complex work priorities
- High level of written and oral interpersonal communication skills with a diverse range of people, community groups, agencies and government departments
- Ability to work autonomously as well as part of a wider staff team
- Demonstrated organisational and administrative skills
- Demonstrated commitment to the principles of equity, access and social justice

Desirable Knowledge and Skills

- Experience working within the community legal sector

Personal Attributes

- Ability to contribute to a positive working environment
- Team orientation
- Ability to work under pressure
- Discretion and professionalism



MANDATORY REQUIREMENTS OF ALL EMPLOYEES

Commitment to ECLC Vision, Mission, Aim and Values

- Demonstrate commitment to the ECLC Vision, Mission, Aim and Values through employment activities and conduct

Engagement

- Actively participate in regular professional supervision, debriefing, performance reviews, centre planning and evaluation, professional development and relevant meetings

Integrity

- Adhere to expected standards of behaviour and demonstrate integrity as detailed in the ECLC Code of Conduct and centre policies and procedures

Inclusiveness

- Value social and cultural inclusiveness as a strength and engage positively through employment activities and conduct

Consumer/Client-Centred

- Prioritise the needs of consumers and clients, demonstrate commitment to client empowerment and works towards equitable access to legal services

Self-Referral

- It is Centre policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms

Pre-employment Verification

- Appointment may be subject to satisfactory completion of screening requirements including but not limited to:
 - provision of a current practising certificate
 - A valid Employee Working With Children Check
 - National Criminal History Check
 - International Criminal History Check
 - verification of work rights in Australia
 - certified copies of qualifications



APPLICATION PROCESS

Applications must clearly address the key selection criteria. Applications that do not address the key selection criteria will not be considered.

Applications should be marked as *confidential* and addressed to:

Michael Smith
Chief Executive Officer
Eastern Community Legal Centre Inc.
Suite 3, Town Hall Hub
27 Bank Street, Box Hill 3128
employment@eclc.org.au

Applications close at 12.00am on Wednesday, 13 June 2019.

The recruitment process is expected to comprise two stages for short-listed applicants:

- A face-to-face interview with the selection panel; and
- Professional reference checks.

The selection panel may conduct additional interviews or assessments at its discretion.

Further Information: www.eclc.org.au

Questions: Please contact Michael Smith on (03) 9285 4822