



## Position Description

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Executive Assistant  
Wellington | August 2023



## **POSITION TITLE**

### **Executive Assistant**

*Wellington Aboriginal Corporation Health Service*

## **LOCATION**

Wellington – various locations

## **WHO WE ARE**

Wellington Aboriginal Corporation Health Service (WACHS) aims to empower targeted Aboriginal and Torres Strait Islander people to take control of their individual, family and community health and wellbeing needs through the community-controlled model. Our main services are located in Wellington, Dubbo, Moree, Western Sydney, Penrith, Nepean Blue Mountains, and we provide outreach services to other towns and communities through our regional programs

We are an Aboriginal Community Controlled Health Service offering Primary Health Care Services and an Integrated Care program, as well as a number of specialist clinical staff and AHW's, a Specialist Programs Unit incorporating Social & Emotional Wellbeing, Child & Family Support, Drug & Alcohol, Aboriginal Family Health, Aboriginal Local Support, a Healthy for Life (H4L) Program, Maternal & Child Health Worker, Aboriginal Health Workers, Youth Health Worker and Dietitian targeting Maternal & Child Health and Chronic Diseases, regional programs including Australian Nurse-Family Partnership Program, Aboriginal Children's Therapy Team, Tackling Indigenous Smoking Program. Our staff are supported by an Executive Management Team located across our service areas.

[www.wachs.net.au](http://www.wachs.net.au)

[www.gwahs.net.au](http://www.gwahs.net.au)

[www.marrs.net.au](http://www.marrs.net.au)

## **POSITION DESCRIPTION**

The role of Executive Assistant is to perform a variety of administrative tasks and provide personal and timely support to CEO, Deputy CEO and Executive Management team.

## **REPORTING TO**

The Executive Assistant reports directly to CEO

## **DIRECT REPORTS**

No positions report directly to this role:

## KEY RESPONSIBILITIES OF THIS ROLE

- Work within strict confidentiality guidelines, ensuring all personnel and/or client information is kept secure
- Organise meetings, complete agendas, minutes, venues, catering etc
- Efficient typing of data and documentation
- Manage the calendar of the CEO, Deputy CEO and Executive Management team
- Administrative support to the CEO, Deputy CEO and Executive Management team
- Administrative support to other staff as directed
- Provide administrative support on special projects as they arise
- Manage time sheets, leave, car running sheets, invoicing and associated financial documentation as required
- Manage office stores and stock takes as required
- Complete filing, document management and providing a telephone and message service
- Manage competing demands and complete all duties in the timeframe required
- Highly developed organisational and time management skills
- Highly skilled in all aspects of Office Administration, including telephone, accounts, filing, typing, etc.
- Demonstrated knowledge and understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal individuals, families and communities
- Other duties as required and within the scope of the skills and experience

## SKILLS AND EXPERIENCE REQUIRED

### Essential Criteria

- Experience in providing executive support and assistance at a senior level
- Demonstrated high level communication skills
- High level initiative and the ability to anticipate executive requirements Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- Advanced skills in office computing applications including Microsoft Office software. Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Capacity to work independently with minimal direction and collaboratively in a team environment
- Knowledge and understanding of the issues that impact on Aboriginal people and Aboriginal communities
- Ability to hold all relevant security clearances including the National Police Check and Working with Children clearance in accordance with WACHS policy and procedures

### Desirable Criteria



Relevant experience in community controlled service

**Mandatory compliance requirements of the position:**

1. Drivers Licence
2. National Criminal Record Check
3. Working With Children Check
4. Immunisation Record; Including evidence of Health Worker Vaccinations (DTP, Hep B, MMR, Varicella, Annual Influenza, COVID-19)

**Note: This position is Aboriginal identified. To perform this role, it is essential that the person who holds the role be an Aboriginal or Torres Strait Islander person. It is a genuine occupational requirement and falls within the exceptions set out in section 14 of the Anti-Discrimination Act 1977 (NSW).**