



Executive Assistant Role

The Opportunity

- Varied and interesting role with plenty of stakeholder engagement
- Collaborative, friendly team (fully remote)
- Good working conditions

Deaf Australia is the national peak body for advocacy and information for Deaf, Deafblind and hard of hearing people in Australia who use Auslan as their language of preference. Deaf Australia offers a supportive work environment, with a team passionate about the rights of Deaf, Deafblind and hard of hearing people. Benefits include options for workplace flexibility, remote working and immediate access to tax-reducing salary packaging.

[Snapshot of this Role](#)

This role offers plenty of variety and scope. Amongst other duties, you will:

- Oversee the CEO's extensive calendar, managing appointments, board meetings, member meetings, schedules and travel coordination (COVID permitting)
- Manage the CEO's in-box, assessing emails for priorities and correspondence
- Leverage your interpersonal skills to confidently liaise with a wide range of internal and external stakeholders
- Work with the CEO to organise and coordinate member engagement activities
- Keep abreast of organisational activities
- Oversee the smooth running of corporate functions.

About You

You are a (hopefully) seasoned executive or personal assistant with strong interpersonal skills the confidence to liaise with a variety of stakeholders. You have a commitment to the rights of people with disability and are interested in the sector and how government works. Complex, busy diaries are your forte and you can use your critical thinking, judgement and

discretion to support the CEO. Thinking ahead and anticipating needs comes naturally to you and you are not fazed by shifting priorities. You write well, have good attention to detail and are tech savvy, can work autonomously and love being part of a team. You will be able to maintain your productivity in a remote environment and have suitable home office facilities.

This is a 4 day role with an offer of an initial contract for up to 31 December 2023 and opportunity for renewal.

About the Role

Reporting to:	Chief Executive Officer
Direct Reports:	Board & Government Officer Volunteers and consultants as needed
Location:	Work from home If you are based in Melbourne, you may work in an office with the CEO one day a week
Employment Status:	Contract for up to 31 December 2023 – opportunity for renewal
Hours:	TBD

Position Summary

This role enables the CEO to focus on core business matters and external stakeholder engagement by providing high-level administrative and operational support. The role also assists in the small running of the organisation by overseeing key support functions including board support, governance, corporate communications and member engagement.

Responsibilities and Key Decision Making in this Role

- CEO calendar management
- Management of correspondence on behalf of the CEO
- Oversight of key organisational support processes
- Making decisions concerning:
 - Travel and accommodation costs
 - Meeting costs such as venue, catering, A.V. hire, interpreters, captioning etc
 - Stationery and external printing costs.

Responsibilities

1. Executive Support to the CEO

- Proactively manage the CEO's calendar by organising meetings, making travel arrangements, preparing supporting material and attending to all other details such as accessibility and dietary requirements.
- Prepare relevant briefing material for the CEO ahead of meetings.
- Act as a point of contact for internal and external stakeholders, appropriately screening and prioritising contact, and providing a conduit of information to the CEO.
- Manage the CEO's email correspondence, prioritising / directing incoming correspondence as appropriate and drafting and / or sending responses as appropriate.
- Prepare emails, correspondence, meeting agendas, presentations, documents, spreadsheets and meeting notes / minutes.

2. Organisational Support

- Manage email correspondence for organisational email accounts, responding to or forwarding correspondence as required.
- Develop and update DA's global calendar of key events, external meetings and deadlines for funding reports/acquittals in collaboration with the Accountant and Project Manager.
- Oversee the architecture of DA's electronic records management system.
- Manage relationship and service levels with IT services provider.
- Manage contract with provider of co-located office space.
- Schedule and attend regular management meetings, take minutes and follow up actions.
- Schedule and make arrangements for regular staff meetings.

3. Board & Governance

- Manage the performance of the Board & Governance Officer to ensure sound board support and adherence to the constitution and internal policies.
- Provide back-up support for coordination of board meetings, board reports and minute taking.

4. Corporate Communications

- Assist the CEO and Management Team in the review of communications artefacts (media releases, social media posts, website content, etc).
- Contribute to communications strategy, activities and content.
- Ensuring that all communications are accessible.

5. General

- Maintain a broad awareness of external matters relevant to DA's work.
- Work collaboratively with team members to contribute broadly to the achievement of DA's objectives.
- Participate in organisational and team planning initiatives.

- Provide regular reporting as necessary.
- Undertake other tasks as directed by management in keeping within the scope of this role.

Selection Criteria

- Excellent interpersonal skills with the confidence to liaise with stakeholders up to senior levels within the sector, government and other organisations
- Knowledge of the machinery of government and the disability sector or the capacity to develop this knowledge
- Demonstrated abilities in managing complex diaries and travel arrangements, and prioritising issues and tasks
- Demonstrated capability to apply critical thinking, judgement and discretion to all matters concerning the CEO
- High level of initiative with the capability to think ahead and anticipate
- Professional and solutions-focused approach to work with the flexibility to accommodate shifting priorities
- Strong written communication skills with excellent attention to detail
- Ability to undertake a high workload effectively, efficiently and autonomously balanced with keeping a strong focus on teamwork
- Proficiency in Microsoft and other technologies required for remote work
- Relevant qualifications in business or administration preferred, but not essential
- Ability to work in a sensitive, complex and demanding environment
- Ability to maintain productivity in a remote working environment
- Suitable remote working facilities (ie, working from home facilities)
- Clear National Criminal Record Check (this can be organised by us if you do not have one)

How to Apply

Please provide in English or Auslan a covering letter outlining how you meet the above selection criteria and send it along with your resume to ceo@deafaustralia.org.au

Only candidates invited for interview will be contacted.

Closing date is 5pm Friday 23 December 2022.