

Position:	Executive Assistant
Team:	Education Executive
Org unit:	Education
Industrial coverage:	Clerks – Private Sector Award
Classification:	Level 4
Reporting Line:	National Director, Education
Direct reports:	Nil
Position number:	#
ANZSCO code:	TBC
Position Approved by:	Maryanne Gosling
Date reviewed:	5 June 2023

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Team purpose

Support the National Director of Education and the Education Executive team to build efficiencies and effectiveness of business management and build capability through executive level administrative support, project planning, team support and services to ensure efficiency, outstanding workflow and executive productivity is at its peak.

Team culture and development

- Establish and promote a culture of continuous improvement and high performance that encourages team members to identify opportunities for improved service delivery.
- Ensure ongoing training and development is provided to team members to build subject matter knowledge and key capabilities
- Collaborate with team members to engage in meaningful individual performance development and review plans that are clearly aligned to strategic objectives and focused to develop the individual.

Position purpose

The position plays a key role supporting the National Director of Education and will be expected to make recommendations for process improvement to enhance Educational Operational efficiency and adherence to policies.

Key accountabilities

Executive and Strategic Administrative Support

- Be the central point of communication for the Office of the National Director Education by assisting in the management of the flow of information to and from the National Director Education, which may be sensitive and confidential, including; proactively managing, outlook, meetings, organizing events, team travel, telephone calls and emails.
- Provide a comprehensive range of executive and administrative support services including preparation of accurate and timely reports, correspondence and other documents, expense and financial management, and procurement. Ensuring all records and documents are stored securely.
- Maintain effective time management practices for the National Education Director, including coordinating diary appointments, prioritising correspondence, preventing unnecessary interruptions and screening telephone calls. Time is managed flexibly in order to accommodate peak work days.
- Support the preparation of documentation for the Board & Board Committees. Adhere to Compliance procedures for Board, Governance and Education Leadership are followed and updated as required.

- Provide executive support for meetings chaired by the National Director Education including preparing agendas, papers and minutes, prioritising correspondence, and responding to outstanding queries and requests for information.
- Maintain a high level of accuracy in all correspondence and administrative documents, using appropriate software programs and adhering to Aspect standards, including the use of style guides, templates and other corporate standards.
- Assist with the financial, human resources and administrative operations of the Education office, including skilled use of Microsoft Office applications and Aspect management systems.

Team Support Coordination and Project planning

- Undertake a variety of research, project and committee support activities, including coordination and preparation of plans, reports, correspondence and other documentation as required.
- Support the Education Office projects and key stakeholders to plan, implement and develop projects and initiatives when required by the National Director Education.
- Monitor project progress and report in line with timeframes to the National Director Education and or Education Executives on various projects and action items, undertake investigation, research and analysis of sensitive and confidential matters.
- Arrange agendas, appointments, meetings and conferences including venues, cost effective travel arrangements and accommodation, exercising assigned financial, purchasing and administrative authorities on time. Draft minutes to a high standard and distribute in a timely manner, following up on attendees and on any actions as required.
- Organise the Education Executive in liaison with key stakeholders in promoting the strategic plan across the business.
- Provide information and interpretation of Aspect and Education policies in accordance with central Shared Services staff.
- Effectively collaborate, connect, and develop the other admin support officers in the efficient running of the Education Support office.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

Work health and safety

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

Essential requirements

- Tertiary Qualifications, or vocational qualification and or equivalent experience, in one of the following areas: business studies, IT, Management or Executive Administrative / Program support. Education industry experience would be highly desirable.
- Minimum 5 years' experience providing executive assistance to a senior executive and their team
- Excellent interpersonal, communication (written & oral) and time management skills
- Demonstrated ability to quickly understand strategic priorities, ability to influence key stakeholders and display initiative to achieve outcomes with minimal supervision
- Demonstrated experience in providing high-level customer service, be highly organised and able to keep executives organised
- Contribute to continuous improvement and recommend efficiencies to support project planning and implementation.
- Experience providing daily administrative office-management duties including drafting reports, editing proposals and providing secretarial services on multiple committees
- Management skills to support the recruitment, induction and mentoring processes for new staff
- Basic project management, and planning skills including event management with the ability to coordinate various project teams under the Director Education

- Resourcefulness and demonstrated digital/technical capabilities
- Working with Children Check clearance (NSW)
- National Police Clearance

Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively.

Professionalism and relationship management	Ability to develop and maintain effective working relationships with internal and external stakeholders in a professional and confident manner at all times
Sensitivity and Confidentiality	Demonstrated capacity to exercise a high level of discretion, confidentiality, sensitivity and empathy
Planning and organising	Excellent time management, planning and organisational skills including the ability to organise and prioritise work and assist in the efficient management of the business unit.
Motivational fit	Sharing the organisation's purpose, mission, vision and values, mode of operation and working to Aspect's strategy
Managing Others	Experience in leading, developing and managing others
Tolerance for stress	Maintaining stable performance under pressure; resilient attitude, adaptability to change

Functional Capacity requirements

The nature of the work in Aspect Education environments for your specific position, undertaking general administrative and non-Teaching activities will have indirect contact with students.	<p><i>Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty</i></p> <p><i>Rarely: Up to 7%</i></p> <p><i>Occasionally: 8% to 33%</i></p> <p><i>Often: 34% to 66%</i></p> <p><i>Continuously: More than 66%</i></p>
Requirement	Frequency
Resilience to time pressure/workload	Rarely
Sitting	Continuously
Standing, Walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously