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|  **POSITION DESCRIPTION**  |
| **POSITION TITLE:** | Executive Assistant |
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| NAME OF POSITION HOLDER:  |  |
| SIGNATURE: |  |
| **TITLE OF SUPERVISOR:** | Chief Executive Officer |
| NAME OF SUPERVISOR: | Sue Hunt |
| SIGNATURE: |  |
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| For office use only |  |
| Position Number: |  |
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**1. PURPOSE OF POSITION**

The position of Executive Assistant is responsible for the effective provision of:

* Executive support to the Chief Executive Officer(CEO) and effective operational management of the Office of the CEO,
* High-level investigation, reporting, management and resolution of strategic and operational issues on behalf of the CEO, and
* Coordination of projects and initiatives within the office of the CEO, including the Board and sub-committees.

**2. ORGANISATIONAL Relationships**

**Position Title of Supervisor:**

* Chief Executive Officer (CEO)

**Positions that also report to Supervisor:**

* Chief Financial Officer
* Director, Fundraising
* Director, Communications
* Director, Grants
* Director, RCH150
* Director, People and Culture

**Positions that report to this position:**

There are no direct reports to this position.

**3. Organisational Context OF POSITION**

Founded in 1989, the RCH Foundation is the fundraising arm of the RCH, one of the world’s leading children’s hospitals. The RCH Foundation has the vital role of raising and distributing donated funds to the hospital. While a legally separate organisation, the RCH Foundation works closely with the RCH and its Campus Partners (Murdoch Children’s Research Institute and the University of Melbourne) in achieving its vision.

The people of Victoria love the RCH and in giving to the RCH Foundation, whether through linked fundraising appeals like the Good Friday Appeal or RCH Auxiliaries in their community, they feel a great ownership. As a result of this ownership and the fact that the RCH Foundation is therefore a custodian of these donated funds, the RCH Foundation takes seriously its role for and on behalf of those donors.

Generous community support helps to sustain the hospital’s role as international leader tackling some of the world's biggest health issues, and the RCH Foundation supports a vast network of fundraisers and donors. Donated funds which drive the hospital’s growth are utilised for purposes of medical excellence and support only the most innovative, life-changing programs and initiatives that would otherwise not exist. Areas of funding are for the purposes of research, leadership, training, technology, equipment as well as patient and family-centred care.

The RCH Foundation will be building on its strong base to increase funds raised and will focus on responding to the exciting challenges and opportunities presented within the hospital’s state of the art facility.

**Vision** We are The Royal Children’s Hospital Foundation and we are changing the future of children’s health. Our vision is that the RCH, founded in philanthropy, supported now and in the future, will have the capacity to transform health care for children and young people.

**Mission** We inspire our community to invest in the hospital’s future by supporting care, treatment, research and learning that will improve the lives of young people and their families.

### Statement of Impact

**Statement of Impact**

The hospital will become a global centre of excellence in the care and treatment of the sickest and most vulnerable children and young people. With the support of integrated research programs, great academic leadership and first class staff, it will truly be known for its impact on childhood disease, nationally and internationally.

**Values**

**Integrity**

*Moral, Ethical, Honest, Transparent and Trustworthy*

We show integrity in all our interactions. We build trust with our communities by being transparent and by respecting our donors, suppliers and colleagues.

**Gratitude**

*Gratitude and appreciation guide what we do*

We are grateful to work in an organisation where young lives are being changed.

We appreciate the generosity of our donors, the support of our colleagues and the respect of our community.

We are grateful for the love the community demonstrates for our children.

**Innovation**

*Change and creativity are central to who we are*

We empower each other to explore new ways to innovate and change.

We support medical innovation and we enable the RCH to break new ground.

**Excellence**

*Beyond best practice*

We hold ourselves to the highest standard.

We are professionals in our field with a burning desire to pursue excellence.

Our action orientation coupled with reflective practice drives growth and leads to significant impact for the hospital and our donors.

The result of these values translates into action. We are known for delivery on our commitments.

**4. NATURE AND SCOPE OF THIS POSITION**

**4.1 Overall purpose**

The role of the Executive Assistant is to support the Chief Executive Officer (CEO) and is responsible for the smooth operation of the CEO’s office. The position operates at the strategic and operational levels and works closely with the Leadership Team at the RCH Foundation, the RCH Foundation Board and sub-committees as well as other key stakeholders, supporters and donors. The role supports the CEO in her role as Company Secretary to the Board.

The person in this role is also responsible for ensuring the strength of the CEO’s relationships across the Melbourne Children’s campus and is the first point of contact for matters requiring the attention of the CEO. The person is required to liaise closely with directors, donors, RCH staff and other networks, representing the CEO at a high level, when required. The person may be asked to undertake research for the CEO in the development of programs, strategic initiatives and donor relationships.

As part of an agile organisation which values teamwork and collaboration, the incumbent must be flexible, hands on and future directed.

**4.2 Key challenges**

Major challenges currently facing the position include:

* Management of an extremely busy diary and schedule for the CEO,
* Taking a customer-focused approach to the role at all times,
* Forming a close working relationship with the CEO, to appreciate her thinking, processes and overall direction,
* Supporting the Board and sub-committees and to assist with high quality governance,
* Assisting the CEO in the development of major donor relationships,
* Building close relationships within the RCH while remaining independent and at arm’s length, and
* Being prepared to see the role as broad; knowledgeable about the RCH Foundation and RCH, and to be able to represent the views of the CEO and the policies of the organisation to key stakeholders.
	1. **Decision-making**

The Executive Assistant is accountable for the smooth running of the office of the CEO, and as such makes decisions in relation to diary management, scheduling and prioritising of their time. The Executive Assistant may respond to stakeholder enquiries; particularly Board Directors, donors, staff and RCH management in matters of policy or operations that are clearly defined and should exercise superior judgment in bringing sensitive matters to the attention of the CEO.

The Executive Assistant may take on specific projects and research unsupervised and should communicate with the CEO or other staff in relation to the successful running of those projects where necessary.

* 1. **Communication**

**Internal**

* Board Directors in the scheduling of meetings, compilation of agendas, papers and minutes and in general support required.
* RCH staff, from CEO through Executives to general staff – to establish strong relationships that ensure smooth communications and increased awareness of the RCH Foundation within the hospital.
* Other RCH Foundation staff – act in accord with the RCH Foundation’s values and create a team environment that works towards the success of the whole of organisation.
* To be part of the team, and join in our flexible, supportive and passionate working environment with good humour and a positive attitude.

**External**

* Local, national and international networks – assist the CEO to build contacts, connections and networks within the charitable, health and not-for-profit sectors.
* Donors – central to the donor management journey and stewardship of major donors who have contact with the CEO.
* Represent the CEO and the Foundation in external communications when required.
	1. **KEY ACCOUNTABILITIES**

**Executive level administrative support**

* Manage the office of the CEO at a senior level and ensure its smooth operation
* This includes but is not limited to:
	+ Providing high level business support and written responses to email requests and external correspondence. Also preparing confidential briefings and reports as directed,
	+ Managing the diary, coordinating appointments, meeting requests and other attendances for CEO as required,
	+ Maintaining correspondence and coordinating travel arrangements
	+ Responding to and following-up on the CEO’s enquiries and determining appropriate action,
	+ Disseminating and preparing information and correspondence as appropriate,
	+ Coordinating the Leadership Team’s agenda; attending meetings, preparing notes and following up on meeting actions,
	+ Undertaking research and development for projects, strategic initiatives and donor management as requested,
	+ Attendance at meetings on behalf or with the CEO as requested,
	+ Maintaining records and files within the CEO’s office,
	+ Coordinating meeting reports and papers,
	+ Preparing written responses to mail and email correspondence and other documentation as requested by the CEO,
	+ Preparing meeting agendas, minute taking and follow-up of action items, and
	+ Delegating enquiries to other staff that might come through the CEO’s office where appropriate.

**Board and Subcommittee coordination**

* Preparation of agenda, papers and minute-taking at RCH Foundation Board Meetings and various sub-committee meetings.
* Liaison with the Chairperson as required in the support of the Board and sub-committees.
* Administrative support to the Chairperson where requested.
* Maintenance of Board filing, record-keeping and appointment records.

**Hospital Liaison**

* Liaise with RCH CEO and staff in relation to general matters which may need the attention of the CEO and provide timely responses.
* Liaise between the Foundation and Executive Division, administrative, medical, nursing and allied health personnel of the hospital where required.

**Foundation Values and Behaviours**

Support and model the values and behaviours of the Foundation and the RCH.

1. **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

**Selection Criteria**

Essential:

* Minimum 5 years experience in the delivery of senior executive administrative support, with well-developed oral and written communications skills, a high level of accuracy and attention to detail.
* Demonstrated interpersonal and relationship building skills, with well-developed diplomacy and influencing skills working with others at all levels of the organisation.
* Demonstrated problem-solving skills and the ability to work autonomously as well as within a close team environment.
* Demonstrated organisational awareness and stakeholder management expertise.
* Demonstrated ability to maintain confidentiality.
* A high level of maturity and ability to exercise discretion in dealing with sensitive information, displaying initiative and a proactive approach to managing workload.
* Advanced computer skills and proficiency with Microsoft Office products, databases and the internet.

Desirable:

* Advanced Diploma/Certificate in Business Administration or related equivalent.
1. **TERMS AND CONDITIONS**

The position is offered as a three year contract and is subject to renewal. There will be a six month probationary period in the first instance.

As a not for profit organization, the Foundation offers attractive salary packaging options.

**8. PERFORMANCE INDICATORS**

A personal work plan will be developed with the CEO including opportunities for development.

**AGREEMENT TO THIS POSITION DESCRIPTION**

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| Signed: Sue Hunt, Chief Executive OfficerThe Royal Children’s Hospital Foundation | Signed by the AppointeeAppointee Name: |
| Signature: | Signature: |
| Date: | Date: |

**MORE INFORMATION AND HOW TO APPLY**

Selection Criteria - Applications must address the Selection Criteria in the position description - applications that do not address the Selection Criteria will not be considered. Visit [www.rchfoundation.org.au/careers](http://www.rchfoundation.org.au/careers) for more information.

* More information — for further information or queries about this role, please email Suzy Ellingsen, Director, People and Culture at jobs.foundation@rch.org.au.
* Submitting your application — send your application, including your CV, the names and contact details of three referees and your response to the Selection Criteria to jobs.foundation@rch.org.au by 5pm on Friday 20 September 2019.
* We will acknowledge receipt of all applications, however only shortlisted applicants will be contacted.