**Position Description**

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| **Position Title** | Executive Support Manager | **Position Number** | | SBH-2 |
| **Service Area** | Executive Services | | | |
| **Remuneration** | Negotiated based on experience | **Position FTE** | | 1.0 (38 hours per week) |
| **Reporting to** | Chief Executive Officer | | | |
| **Supervision of** | Administration Assistant, Receptionist | | | |
|  |  | | Updated November 2023 | |

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| **Our Vision, Mission and Values** | |
| **Our Vision**  A community where everyone has a safe and secure place to call home.  **Our Mission**  To provide opportunities, pathways and care to vulnerable people who find themselves without a home.  **Our Values**  St Bart’s aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.  The St Bart’s Values form the basis of all employee behaviour. All employees of St Bart’s are expected to demonstrate the Values when carrying out the duties of this position. | |
| |  |  | | --- | --- | | **Empowerment** | We create a community where everyone believes they have the ability to make a difference. | | **Innovation** | We foster an environment where creativity thrives. | | **Commitment** | We have the courage and determination to make it happen. | | **Collaboration** | We work together to achieve shared goals. | | **Social Justice** | We believe everyone has a right to equitable treatment, dignity and compassion. | | |
| **Position Overview** | |
| The Executive Support Manager provides high level administrative support to the CEO, the Executive team, and is responsible for providing comprehensive secretarial support to the Board and sub committees. The position leads a small team of executive support staff including Administration Assistant and Receptionist. The position uses a high level of initiative to prioritise issues in a timely and appropriate manner ensuring compliance with legislative and corporate governance requirements. The position coordinates office management functions such as CEO and key Executive events, coordinates employee amenity facilities and common areas including meeting rooms etc. | |
| **Key Responsibilities** | |
| * Provide executive support to the CEO, Executive team and comprehensive secretarial support to the Board and sub-committees including calendar management and high level administration support. * Coordinate CEO and key Executive events, functions and conferences, including booking and preparing venues, meeting rooms, catering, equipment, attendance lists, meeting packs and travel requirements. * Provide regular supervision and task allocation to the Administration Assistant and Receptionist. * Coordinate and attend all Board and sub-committee meetings, ensuring Board members are notified, meeting packs are circulated within appropriate timeframes and accurate minutes of meetings are recorded. * Perform the duties of ‘company secretary’ for the organisation ensuring compliance with statutory and regulatory requirements. * Ensure CEO and Board members remain informed of obligations and pending deadlines. * Update changes to Board members, position holders and responsible parties with relevant authorities and registration bodies (external). * Participate in reception coverage roster, covering reception duties as and when required. * Assist in the development of organisational policies and procedures. * Other executive support and office manager general duties and accountabilities as operationally required and directed that may include occasional after hours events. | |
| **Additional Objectives for all St Bart’s employees** | |
| * Ensure personal health and safety at work and that of others complying with all Work Health and Safety requirements and as directed by St Bart’s. * Participate in the St Bart’s Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts. * Understand, comply with, and adhere to the St Bart’s Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (learning management system) requirements within set timeframes. * Participate in, and contribute to, all St Bart’s Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes. * Participate in and provide support in all accreditation, compliance and national standards activities as required. * Participate in essential and/or mandatory training annually as required and directed. * Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function. * Perform other duties as directed. | |
| **Selection Criteria** | |
| **Education** | |
| Relevant qualification in Business and/or Administration. | Essential |
| **Experience** | |
| Considerable demonstrated executive support and generalist administrative experience to Executive and Board. | Essential |
| Previous experience leading and supervising staff. | Essential |
| **Knowledge, Skills and Abilities** | |
| High level of interpersonal, verbal and written communication skills. | Essential |
| Outstanding document preparation, editing and formatting skills. | Essential |
| Advanced ability to prepare agendas and reports for Board and Committee meetings and complete appropriate minute taking. | Essential |
| Highly developed knowledge of calendar management and prioritising. | Essential |
| Advanced knowledge of the MS Office suite of products. | Essential |
| Ability to undertake research, investigate, analyse relevant information and present findings in a coherent way. | Highly Desirable |
| Working knowledge of reporting and auditing processes, corporate governance and compliance, reporting structures and delegations. | Essential |
| Ability to develop highly effective working relationships, build rapport with employees across all levels of the organisation, including senior management. | Essential |
| High level of integrity and confidentiality. | Essential |
| **Other** | |
| A current satisfactory National Police Clearance obtained within the last three months. | Essential |
| A current WA “C” Class Drivers Licence. | Essential |

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| **Declaration** |
| I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart’s values and commit to the Code of Conduct while undertaking my duties.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Employee Name** |  | **Signature** |  | **Date** |  | |