

## Position description

<b>Position</b>	Executive Assistant   Office of the CEO		
<b>Purpose</b>	<p>To provide high quality executive support to the CEO and Executive Management of the organisation, including oversight of the Office Management function and the Quality Management and WHS systems.</p> <p>To provide expert corporate governance support for the Board, and Board Sub-Committees.</p>		
<b>Approval date</b>	17 August 2021	<b>Approved by</b>	Libby Dunstan

### Brisbane North PHN

Our vision is a community where good health is available for everyone.

Brisbane North PHN supports clinicians and communities in Brisbane's northern suburbs, Moreton Bay Regional Council and parts of Somerset Regional Council. It covers approximately 4,100 km<sup>2</sup> of urban, regional and rural areas, with a population of over one million.

We are one of 31 Primary Health Networks across Australia.

We work with local communities, consumers, carers, health professionals, hospitals and community providers to understand our community and their needs. We then engage stakeholders to design and commission programs and services to meet those needs.

Our PHN's goals:

- be informed and led by community voice
- re-orient the health system toward care close to home
- build capacity of providers to meet health needs of our region.

The PHN's values:

- Collaboration: We build strong and enduring relationships to achieve our shared goals
- Diversity: We are inclusive, fair and responsive to different needs
- Integrity: We are transparent, respectful and work to the highest standards
- Courage: We lead new approaches, learn and improve
- Impact: We deliver outcomes for our community.

### Key outcome areas

To ensure the organisation works effectively to achieve its annual business plan, each team member has responsibility for a range of activities and outcomes. These activities and outcomes are reviewed once a year formally and on an ongoing basis informally with team members and managers.

[www.brisbanenorthphn.org.au](http://www.brisbanenorthphn.org.au)

Level 1, Market Central  
120 Chalk Street, Lutwyche QLD 4030  
PO Box 845 Lutwyche QLD 4030  
t 07 3630 7300 f 07 3630 7333

Level 2, 10 Endeavour Boulevard  
North Lakes QLD 4509  
PO Box 929 North Lakes QLD 4509  
t 07 3490 3490 f 07 3630 7333



### **Role-specific**

- provide high-level governance support and extensive meeting management for the Board and Board sub-committees including arranging Board meetings and agendas, preparation, proofreading and distribution of Board papers, minute-taking at Board meetings, follow up of matters arising at Board meetings on behalf of the CEO and Board, setting the annual schedule of meetings in consultation with CEO and Executive team, and preparing orientation programs for new Board members as required
- in conjunction with the Company Secretary, monitor corporate governance requirements with respect to statutory record keeping in relation to Board business and the maintenance of registers as required by law, regulatory compliance, or other governance considerations
- provide professional and confidential executive support to the CEO as required including maintaining a high degree of attention to matters coming into and out of the CEO's office
- provide support to, and liaise effectively with, Executive Managers to ensure agreed priorities and processes are progressed as required
- develop and lead the Corporate Support Officer by providing effective mentoring and professional development opportunities; and applying appropriate recruitment, induction and performance management principles which comply with our policies and procedures
- provide comprehensive office management including the coordination of external contractors and liaising with landlords as applicable
- lead all Workplace Health & Safety requirements and measures including Fire Safety responsibilities
- lead the Quality Management System including coordination and implementation of internal and external audit requirements
- manage all front office activities (for example reception, meeting room management, office supplies)
- develop and maintain administrative and operational policies and guidelines for staff as required
- any other tasks as required to successfully complete the role.

### **General**

- regularly attend team and staff meetings
- contribute to the pursuit of excellence through promoting and maintaining positive team spirit and organisational values, abiding by the organisation's Code of Conduct and Leadership Capability Framework, implementing all policies and procedures correctly and recommending quality improvements
- communicate effectively and respectfully with all members of the organisation and external stakeholders
- record all interactions in ChilliDB and other program and project databases on time, ensuring that information is relevant, accurate, up-to-date and accessible by other team members
- comply with reporting requirements as directed by your manager
- deal with sensitive information in a confidential and professional manner
- complete other reasonable duties and projects as required to meet organisational objectives

# Reporting relationships

## Relationships

Reports to: CEO

Direct reports: Corporate Support Officer

## Level of delegation

(Per Delegation Matrix – CEO to staff)

Level 2 – Managers

# Key selection criteria

Within the context of the key outcome areas described above, the ideal applicant will demonstrate the following:

## Qualifications and experience

- related qualifications in a relevant field, and/or extensive experience in providing support services at senior executive level
- extensive experience in the provision of high-level and accurate administrative and governance support, including Board paper preparation and minute-taking at Board level
- the ability to show initiative and to anticipate the requirements of a Board of Directors and/or executive management team
- significant experience in initiating, prioritising, negotiating, organising, and completing tasks in a complex and busy environment with minimal supervision as well as the ability to respond with discernment to changing priorities
- experience in office management
- Cert IV (desirable) or knowledge of WHS legislation and obligations in the workplace
- experience leading, developing, or maintaining a quality management system
- minimum of intermediate skills in Microsoft Word, Outlook, Excel and PowerPoint
- exemplary interpersonal skills, including experience dealing with confidential and sensitive information in a professional manner, and building and maintaining effective working relationships with diverse stakeholders
- knowledge of the primary healthcare industry or the ability to acquire that knowledge quickly is highly regarded

## Capabilities

The Brisbane North PHN Leadership Capability Framework applies to all roles within the organisation. Applicants must address these capabilities.

- leads self – self-aware, proactive and adaptable; takes personal development opportunities and is resilient
- engages others at all levels with respect, collaboration and cultural sensitivity
- achieves outcomes in a high demand work environment with judgment and initiative
- drives innovation - contributes to our culture of continuous quality improvement
- shapes systems - works productively within internal and external systems and networks
- bases decisions on available evidence.

**Other**

A current driver's licence is essential and use of a personal vehicle may be required, including travel between the PHN offices. Work-related mileage will be reimbursed at relevant rates.

You may be required to work flexible hours. The role may include evening/weekend commitments for which time off in lieu is provided.

(Please note: This position description is subject to adjustment within reason and in consultation with your manager to meet the deliverables of the organisation.)