



## Duty Statement

<b>Position:</b>	<b>Executive Assistant to CEO</b>
<b>Location:</b>	<b>Canberra</b>
<b>Status:</b>	<b>12-month Contract</b>
<b>Salary</b>	<b>\$62,077pa gross (Full-time) inclusive of superannuation</b>
<b>Reports to:</b>	<b>Chief Executive Officer (CEO)</b>

### **Organisational Environment**

Indigenous Allied Health Australia Ltd. (IAHA) is a national, not for profit, member based Aboriginal and Torres Strait Islander organisation. IAHA was established in 2009, from a network of committed allied health professionals and is now a registered company limited by guarantee.

IAHA appreciates all people working in Indigenous health and values the holistic approach to health care and education, in respect of Aboriginal and Torres Strait Islander people, their culture, spirituality, traditional healing. IAHA's growing membership and partners inspire us to work collegiately in following our vision that:

*All Aboriginal and Torres Strait Islander people, and future generations are; healthy, strong, thriving and self-determined. .*

The key strategic areas of our work include: Supporting and strengthening IAHA Membership, Allied Health Workforce Development, providing strong National Leadership and ensuring professional Corporate Governance and sustainability.

IAHA currently has a small Secretariat based in Canberra supporting a Board of Directors and over 800 student and graduate members nationally across 28 allied health professions. Further information on IAHA can be found on our website: [www.iaha.com.au](http://www.iaha.com.au)

### **Purpose of Position**

The Executive Assistant is a key member of the IAHA team, provides administrative support to the CEO, undertakes reception and administrative tasks and works closely with other team members in the day to day operations of IAHA.

### **Reporting Relationship**

This position reports directly to the Chief Executive Officer and is located in the corporate governance team.

## **Duties**

The Executive Assistant duties include but are not limited to:

1. Reception tasks including incoming/outgoing phone calls, directing calls and coordinating access and visits to IAHA.
2. Manage incoming and outgoing mail and correspondence registers as appropriate.
3. Assist with Secretariat operations in a dynamic and highly functional team environment to deliver under tight timeframes.
4. Provide executive support to the CEO through diary management, travel arrangements, stakeholder engagement and business operations.
5. Assist the Events Coordinator with coordination and bookings for events and meetings.
6. Coordinate the Secretariat and IAHA Board travel and representation arrangements.
7. Assist with the IAHA representation and travel calendar and provide relevant reports when required.
8. Other duties as required within the work level standards.

## **Selection Criteria**

1. Proven ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
2. Demonstrated administrative skills with an excellent knowledge of office procedures including proficiency with computer software applications, databases and Microsoft Office suite.
3. Well-developed organisational and communication skills.
4. Demonstrated personal attributes including initiative, attention to detail, a positive approach to work and a responsive and helpful attitude.
5. Demonstrated ability to work as a member of a small team with the ability to work under direction and in pressure situations to ensure priority tasks are completed.

## **Qualifications and Experience**

- Certificate level qualifications in office/business administration or a related area is desirable.
  - Previous experience in administrative or executive support is essential.