



WOMEN'S HEALTH & WELLBEING

Barwon South West

POSITION DESCRIPTION

Executive Support

This position will be located in our Warrnambool office, with some flexibility for working from home arrangements.



Our Organisation

Women's Health and Wellbeing Barwon South West Inc. (WHWBSW) is a feminist organisation committed to intersectionality, gender equality and great practice health promotion that leads to positive change.

We collaborate. We provide our partners with advice, training and resources to progress equality between women and men.

We use the best available evidence to understand the key health problems for women and to guide our activity. We focus our work on the causes of ill-health and violence, seeking to prevent problems before they occurs. We lead change by shifting public discussion, translating evidence into action and pushing for policy changes in businesses, organisations and all levels of government. Our current priorities include the prevention of violence against women before it occurs, improving women's sexual and reproductive health and advancing gender equality.

The Barwon South West region cover 9 Local Government Areas (LGAs). The G21 region includes City of Greater Geelong, Borough of Queenscliff, Surf Coast and Colac Otway Shires, and the Great South Coast (GSC) region includes that City of Warrnambool and Corangamite, Moyne, Glenelg and Southern Grampians Shires.

Our Vision

We strive towards an ambitious vision for change where women are healthy, safe, and can access all of life's opportunities.

Our Purpose

We improve women's lives through best practice health promotion.

Our Values

CENTERING WOMEN:

We centre women in all of our work

RESPECT:

We respect and welcome all people and value different perspectives

ACCOUNTABILITY:

We hold ourselves accountable through leadership and advocacy

INTEGRITY:

We act with integrity and honesty in everything we do

COURAGE:

We will pursue our vision and purpose with courage

We proudly acknowledge Aboriginal people as the First Peoples, Traditional Owners and custodians of the lands and waters on which our work occurs. We acknowledge and respect the wisdom, living culture and unique role that Aboriginal people hold, and which has seen them thrive for thousands of years.

About the Position

Executive Support

The Executive Support role provides support to the CEO and the organisation more broadly in achieving our ambitious goals in the important work that we do in our region. This role ensures administrative excellence for the organisation, to ensure our focus can be on delivering the services and programs that our region needs.

Responsible to	WHWBSW CEO
Location	Warrnambool
Award	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
Classification and Salary	Pay range: \$77,584 - \$83,479.76 for full time equivalent. Social and Community Service Employee Level 4. <i>Social, Community, Home Care and Disability Services Industry Award 2010</i> 12% superannuation Salary will be based on skills and qualifications Full salary packaging available
Hours of work	This position is 0.6 – 0.8FTE, fixed term to 30/06/2024
Travel	WHWBSW operates throughout the Barwon South West region and you may be required to travel within the region. Applicants must have a valid Victorian driver's licence.
Probation	A six-month probationary period applies to this position
Additional Requirements	Satisfactory Police Check and in some circumstances staff are also required to undertake a Working with Children Check.

Sector context

The Women's Health sector state-wide has, effective 1/7/2022, received unprecedented funding commitments from the Victorian State Government. Women's Health and Wellbeing Barwon South West is a critical partner in ensuring this funding is used impactfully in our region.

The growth in our sector translates to growth within Women's Health and Wellbeing Barwon South West's team with increased resources committed to advancing gender equality including, but not limited to: Violence against women and children, women's safety, childcare access, quality and affordability, workplace gender equality, gender pay gap, recognition of primary carer rights and opportunities, and women's mental health.

Position Objectives

The Executive Support role provides high level administrative support to the CEO, and broader organisation, to ensure that the objectives of the organisation can be efficiently and effectively achieved. The Executive Support is a critical role within WHWBSW's engine room, providing administrative and co-ordination expertise to the office of the CEO for organisational reporting, scheduling of meetings and organisational schedules, preparation of key submissions, support for our Communications function, and general secretarial support.

Key Responsibilities

This role provides high level administrative support to the CEO and broader organisation, with a wide variety of tasks and responsibilities, which include:

- Report preparation, including internal and Board reporting, as well as developing and refining reports for external and funding bodies
- Management of CEO and organisational calendars and schedules
- Preparation of funding and tender submissions
- Support for key organisational partnerships with community members, organisations, businesses and groups through professional and timely communications
- Administering key communications functions such as website, social media, newsletter, media articles and other communiques as determined by our Communications Consultant
- A range of other administrative and co-ordination function as required to support the CEO and organisational members

Key Attributes

Some of the key attributes for the Executive Support include:

- High level administrative experience, with the proven capability to develop robust administrative processes and systems that help organisations thrive
- Well developed communication skills, with the ability to form a trusted close working relationship with the CEO and other team members, as well as to professionally communicate with external stakeholders both verbally and in writing
- An innate ability to see what needs doing, and take action to implement processes accordingly
- Excellent organisational skills, with the skills to not only manage your own time but that of others in the team
- Exceptional IT skills across the Microsoft Office suite of programs, as well as transferable skills in database management

WHWBSW Values will strongly resonate with the Executive Support and inform practices in the way in which our internal and external stakeholders are supported.

Professional Attributes and Behaviours

It is expected that all staff will undertake their role in a manner which is aligned to the WHWBSW values and a commitment to the following:

- Adopting a strategic approach to our work and solving complex problems
- Achieve outcomes
- Model our values
- Contribute to thriving relationships and a robust learning culture
- Welcome different perspectives and creative solutions
- Work within WHWBSW policies and procedures
- Promote WHWBSW vision, purpose, and excellent reputation
- Undertake other duties as directed by your line manager from time to time

Key Selection Criteria

Qualifications, Skills and Experience

1. Extensive administrative experience in either Executive Assistant / Personal Assistant positions, or other specialist administrative roles. Formal qualifications in Business Administration or related fields whilst not essential would be highly regarded.
2. Demonstrable IT skills across Microsoft Word, Outlook, Excel, PowerPoint, Internet-based functions and database management.
3. High level written communication skills, including the demonstrable capacity to develop professional and thorough organisational documents including letters, emails and reports.
4. Highly developed communication skills for working closely with a professional team to actively listen to and understand their needs, and respond accordingly, as well as to liaise with external bodies and partners.
5. Demonstrable skills in corporate Communications (administrative level) for social media and website management, newsletter and communique development, and general marketing materials.
6. Demonstrated commitment to the Vision and Values of WHWBSW.
7. Ability to work autonomously, manage own time, set priorities, consistently plan and deliver work on time and to a high standard.

How to Apply

We welcome confidential role enquiries to Catriona Hardiman via m: 0448 971 711 or e: catriona@cooperhardiman.com.au.

To apply please forward your application letter addressing the Key Selection Criteria, along with your resume to:

Catriona Hardiman – Director
Cooper Hardiman Pty Ltd
Via email at: catriona@cooperhardiman.com.au

Applications Close: Tuesday 9 August, 2022

WHWBSW have a Victorian Civil and Administrative Tribunal exemption no: H355/2018 and can advertise for and employ only women.