

POSITION DESCRIPTION

Position Number:	1040
Position Title:	Executive Officer
Position Type:	Permanent (Full-Time) or (Part Time)
Positions Level:	Dependant on skills and experience: SCHADS 5 / 6
Location:	Darwin
Direct Reports:	0
Responsible To:	Chief Executive Officer (CEO)

About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations, so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

Purpose

We empower individuals, families, and communities to grow through a rich culture of belonging, connection, and respectful relationships.

Values

Fostering an organisational culture that embodies the following values is at the heart of how we operate at RA-NT:

Value:	This means:
Listen with compassion	We care deeply for each other and our clients. We are committed to listening with curiosity and empathy, and to providing a space for people to feel safe and supported.
Work together with respect	Relationships and the way we connect with each other are our lifeblood and are core to building each other up and working towards growth and healing.
Celebrate difference and promote fairness	We embrace diversity and prioritise inclusion, equity and self-determination. We are strong in our commitment to social justice across ages, gender, cultural and financial differences.
Strive for quality and trust	We value honesty and truth, and we do what we say we will do with a commitment to quality and professionalism. We are always learning about our clients, ourselves and best practice, to deliver the best services and programs that we can.

Position Statement

This position provides high level strategic administrative, secretarial, and project support to the CEO, and the Senior Executive Team.

The role is integral in proactively delivering a confidential and efficient day-to day executive support whilst driving the management of competing priorities of the CEO, in a fast-paced, and dynamic organisation.

Special projects will be undertaken at the discretion of the CEO from time to time, along with the contribution to strengthening internal and external communications, marketing, and brand messaging of RA-NT.

A high level of discretion and confidentiality as the professional interface to both employees and clients is essential.

Key Accountabilities and Deliverables

- Providing a senior level of support that includes the proactive management of diaries, emails, travel, and meetings that best maximises the CEO's time.
- Consistently prioritise incoming and outgoing tasks on behalf of the CEO, and ensure the CEO is fully briefed, and prepared for meetings, events, and presentations – both internal and external.
- Collate and review correspondence, reports, and submissions, and respond to and delegate tasks on behalf of the CEO, including draft responses.
- Create high level written content including organisation announcements, presentations, and proposals.
- Establish and maintain an administrative register to log, track, and prioritise activities, and ensure RA-NTs risk, compliance, and quality assurance objectives are considered and met.
- Provide secretariat support for the Board and Senior Executive Team, including the preparation and distribution of papers, meeting support, venue arrangement, minute taking, and follow up on action items.
- Act as the first point of contact for all queries relating to the office of the CEO.
- Work closely with the Senior Executive Team in supporting organisational initiatives and objectives.
- Build strong stakeholder relationships, that includes funding bodies, National Office, and local and interstate partners.
- Proactively manage the tender and program register and ensure submissions and grant applications are lodged in a timely manner.
- Provide oversight on RA-NT's social media accounts, including scheduling posts, paid advertising, responding to enquiries, and monitoring.
- Liaise effectively and discreetly with all levels of staff, building and fostering collaborative working relationships across the whole of organisation.
- Coordinate and undertake special projects, including research, on behalf of, and at the discretion of the CEO.
- Organise the AGM and other events as requested by the CEO.
- Other duties as directed by the CEO, or Senior Executive Team.
- Consistently operate in a way that not only meets organisational requirements, consider commercial obligations, risk management, and maintains protection of intellectual property.
- Maintain the highest level of confidentiality and discretion at all times.

Qualifications and Experience

Essential

- Proven experience in providing executive strategic administrative support, demonstrating excellent communication skills, initiative, and the ability to independently drive and manage priorities.

- Experience in managing time proactively and efficiently, with the ability to discern priorities, and meet competing deadlines, while maintaining quality of work.
- Exceptional written and verbal communication skills, with the ability to interpret and prepare high level reports, discussion papers, agendas, or other draft correspondence on behalf of a senior leader.
- Experience in the preparation of communications that include internal and external briefings, announcements and / or presentations.
- Sound analytical skills with the ability to proactively find appropriate solutions to complex problems.
- A nuanced capacity for people management, consistently maintaining discretion and high levels of confidentiality.
- Ability to work effectively within a collaborative and agile organisation, demonstrating a high level of flexibility and adaptability for change.
- High level application of Microsoft Office packages, with the ability to implement and manage a robust monitoring and evaluation system relating to managing tasks and priorities.

Desirable

- Experience providing executive support directly to a Chief Executive Officer.
- Exposure to or understanding of Not-for-Profit organisations.
- An interest in or working knowledge of communications, marketing, and branding.
- Working knowledge with tenders, grants, and federal funded projects and programs.

Requirements

- A satisfactory Northern Territory working with children check (Ochre Card).
- A satisfactory national criminal history check.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.
- Comply with RA-NT employee organisational policies and procedures.
- Comply with RA-NT Practice Quality system, processes and procedures.
- Comply with RA-NT ICT practices and protocols.
- A commitment to the goals and values of RA-NT.
- Current NT Driver's License

Please note that Position Descriptions are under regular review and may be changed by the Chief Executive Officer, after consultation, at any time.

Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:

Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>January 2024</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>January 2025</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>January 2024</i>