



headspace

National Youth Mental Health Foundation

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headspace.org.au

Position Description

Executive Assistant to Executive Team

Location: National Office - Melbourne

Department: Executive

Level: HS5

Employment Type: Maximum Term, Full time

Approved By: Jason Trethowan

Date Approved: February 2018

Agreed By:

Date Agreed:

1. HEADSPACE VISION

All young Australians are supported to be mentally healthy and engaged in their communities.

2. HEADSPACE MISSION

headspace collaborates to design and deliver innovative ways of working with young people to strengthen their mental health and wellbeing.

3. HEADSPACE VALUES

It is a requirement of all **headspace** positions that work will be undertaken in line with the **headspace** values as follows:

- Innovative – We have the courage to explore new ideas and take new approaches
- Collaborative – We bring the right people together to get the best result
- Inclusive – We respect and value diversity and believe everyone counts
- Achieve – We are responsive to community needs and deliver on expectations
- Passionate – We are dedicated to making a difference in the lives of young people and their families.

4. POSITION SUMMARY AND CONTEXT

The **headspace** Executive Assistant will provide executive support and assistance to members of the Executive team as required.

The Executive Assistant is a senior support function to **headspace** Youth Mental Health Foundation. Working with the most senior members of the organisation this role will need to work collaboratively with all divisions of the organisation to thoroughly understand the direction, structure and priorities of the organisation. As a representative of the Executive, this role will also liaise with other key stakeholders such as the Chief Executive Officer, Senior Leadership, Board, Committee Members, government and other key organisations in the health, education and employment sectors. Reporting to the Manager of the CEO Office, the incumbent will ensure that information, communication and processes are shared and efficient to support the broader executive structure.

5. KEY RESPONSIBILITIES/OUTCOMES

- Demonstrate a thorough understanding of the Strategic Plan and Work Plan in operation for **headspace** to adequately assist and support the Executive to meet the priorities of the organisation.
- Understand the structure, functions and requirements of each Division/Program to provide support to internal and external stakeholders.
- Ensure that Executive diaries are always accurate and up to date.
- Understand organisational and Executive priorities to effectively manage schedules and adhere to meeting times throughout daily operations. Foresees and communicates with senior **headspace** management, government agencies and other key stakeholders to accommodate necessary changes as they arise.
- Manage phone, email and correspondence on behalf of the Executive, as requested.
- Show initiative to draft replies/correspondence on behalf of the Executive as required.
- Manage all travel for the Executive through the organisation's on-line travel system.
- Manage and coordinate meetings, as required, including invitations, agendas, minutes, venue bookings and catering needs.
- Follow up with Executive team regarding action items arising from meetings to ensure accurate and timely delivery.
- Prepare correspondence, proposals, reports, spreadsheets and presentations as required.
- Develop and maintain an appropriate records management system to ensure records are actioned and retrievable at any time.
- Build and maintain strong and professional working relationships with all internal and external stakeholders, in particular the Chief Executive Officer, Manager CEO Office, Senior Leadership and the Board.
- Reconcile credit card statements for the Executive.
- Liaise with Finance regarding executive and project budgets as required.
- Be familiar with and adhere to the policies and procedures of the organisation and assist staff, referring to the appropriate division as necessary.
- Model and demonstrate constructive working relationships and information exchange across the organisation in a timely and professional manner.
- Demonstrate initiative in all projects ensuring that deadlines are consistently met.
- Other duties consistent with the position where required and/or requested by the **headspace** Executive.
- Act in the position of Manager CEO Office during periods of leave.

6. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

6.1 Essential

- A relevant business degree or equivalent combination of relevant experience and education/training.
- Minimum 8-10 years senior executive support experience.

- Exceptional interpersonal skills with the ability to work with a broad range of people from a variety of backgrounds and experiences.
- Exceptional verbal and written communication skills, able to draft professional correspondence and interact with internal and external stakeholders including high level executives, board members and senior government officials.
- Ability to work in a highly productive environment with time pressures whilst managing multiple tasks.
- Ability to exercise mature judgement within the area of delegation and anticipate the Executive team's needs, issues or concerns.
- Strong organisational and project management skills.
- Exceptional problem solving skills.
- Ability to be sophisticated, savvy and innovative.
- Advanced computer skills, including the ability to use Microsoft Office, email and web based applications.
- Proven ability to work confidentially and productively with a high level of tact and diplomacy.
- Ability to work both independently but also within a collaborative team environment.

6.2 Desirable

- Experience in the Not for Profit and/or public health sector.
- A broad understanding of the mental health service system in Australia.
- A good understanding of the political landscape within Australia and the key stakeholders in the mental health area.

7. POLICIES AND WORKPLACE PRACTICES

All **headspace** employees are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times.

It is expected that at all times, employees will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the objectives and philosophy of **headspace**
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times