



Position Description

Title:	Manager of the Office of the CEO
Unit:	Executive
Reports To:	CEO
Time Fraction:	Full-time
Employment Status:	12 months maximum term with possibility of extension
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

VACCHO is governed by a Board of Directors elected from the Membership to represent ACCHOs across Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Policy Development and Advocacy
- Quality Partnership & Networks

Role Overview

The primary purpose of this position is to manage the Office of the CEO and provide a range of high level executive and administration support to the Chief Executive Officer. The position will also provide support and assistance to the Board of Directors and Leadership team.

Key Stakeholders

- Chief Executive Officer
- VACCHO Board of Directors
- VACCHO Members
- VACCHO Staff
- Relevant funding bodies in both the State and Commonwealth Governments

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Key Responsibilities

- Manage the Office of the CEO, including being first point of contact, complex diary management, arranging meetings, booking venues for meetings and coordination of travel and accommodation
- Manage all correspondence in and out of the CEOs office and prepare CEO responses to agreed correspondence
- Positively manage relationships with key internal and external stakeholders and provide appropriate information and assistance
- Schedule, arrange, prepare documentation and provide secretarial support for Leadership meetings, Board meetings and other requested meetings
- Provide high level and timely executive and administrative support to VACCHO Board, Membership and Senior Leadership Team
- Respond sensitively to Member human resource management and governance inquiries
- Provide orientation and induction of new Board members
- Manage projects and events
- Provide a range of support to the CEO in coordinating submission and responses to inquiries, policy reviews and government liaison

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations
- VACCHO requires employees to undertake a *National Police Records Check*
- A *Victorian Drivers Licence* is required.

Key Selection Criteria

Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal culture and the concept and practice of Aboriginal community control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways.
- Experience as a Personal/Executive assistant at Senior Management level.
- High level organisational and time management skills and experience in managing a busy and complex office, including the ability to plan, juggle priorities and working to deadlines.
- Excellent people skills including demonstrate capacity to manage a complex array of stakeholders with sensitively and diplomacy
- Demonstrated administration skills and experience as a personal/executive assistant. Experience should include diary management, minute taking, document preparation, organizing travel and accommodation, meetings.
- Capacity to represent the CEOs office, model behaviors in keeping with VACCHOs values and to maintain discretion and confidentiality.
- A demonstrated capacity to support the governance needs of a not for profit organization and to provide excellent support to the Board of Directors.

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