

Position Description

Position Title	Executive Team Assistant
Mode of employment:	Full time
Time fraction:	1.0 FTE
Working relationships:	<ul style="list-style-type: none"> • Internal – works closely with CEO, Board members and Directors • External – relevant agencies, governments
Other information:	All staff must undergo a successful National Police Check and Working with Children check where applicable.

POSITION OVERVIEW

The Executive Team Assistant is responsible for providing high level administrative support to the Parenting Research Centre's (PRC) Executive team and governance bodies.

The role involves engagement with key external stakeholders and deals with confidential, high-level operations and information. This is a diverse, hands-on role which requires professionalism, high level interpersonal skills, exceptional organisational skills, energy, and attention to detail. The role includes providing coordination support to the PRC and Raising Children Network Boards including preparation of papers and minutes; supporting the PRC Human Research Ethics Committee; supporting staff and leadership forums; diary & travel management of Executives, and coordination of bids and tenders and general administration.

ABOUT THE PARENTING RESEARCH CENTRE

The Parenting Research Centre (PRC) is Australia's only independent non-profit research and development organisation exclusively focused on parenting.

We believe that parenting is the most important influence on a child's health and wellbeing. To help parents, raise happy healthy children, we seek and share scientific knowledge of effective parenting, develop evidence-based practical solutions and build the capability of the community to support parents.

RAISING CHILDREN NETWORK

Raising Children Network (RCN) – raisingchildren.net.au – is a complete online resource for Australian parents and carers. It offers trusted, reliable, free information on everyday parenting issues from pregnancy through to teens.

RCN is funded by the Australian Government Department of Social Services and is a joint venture with the Murdoch Children’s Research Institute and the Royal Children’s Hospital Melbourne.

OUR CORPORATE VALUES ARE:

- Commitment: we believe in the importance of parenting
- Excellence: we do our best to apply scientific knowledge in a practical way
- Open-mindedness: we value learning and inquiry
- Innovation: we are flexible and creative
- Responsiveness: we respond to community needs
- Collaboration: we pool our knowledge and our resources
- Stewardship: we are trustworthy and accountable.

OUR CODE OF INTERPERSONAL BEHAVIOUR IS BASED ON THE VALUES OF:

- Respect: treat people with dignity and communicate their worth
- Responsibility: be dependable, trustworthy and accountable
- Positivity: be positive and proactive, and focus on solutions and strengths
- Acceptance: embrace diversity, exercise tolerance, and look for the best in others

Personal Competencies Required	Position Competencies Required
Strong professional ethics and integrity	Commitment to the values of PRC Demonstrated ability to exercise a high level of discretion and sound judgement when dealing with sensitive and confidential matters.
High levels of motivation and energy	Results oriented, highly productive
Ability to be proactive and positive in solving problems Attention to detail and commitment to quality	A demonstrated ‘can do’ attitude, motivated to proactively negotiate priorities, set and maintain deadlines and use initiative, detail and quality oriented.

- Coordinate diary, email and travel requirements:

Personal Competencies Required	Position Competencies Required
Commitment to teamwork	Demonstrated communication and interpersonal skills including problem resolution and negotiation
Eager to participate and contribute to a learning environment	Demonstrated ability to collaborate and work in a multi-disciplinary setting
Commitment to ongoing professional development	Clear understanding of own development needs, plus commitment to continuous improvement, OH&S and Equal Opportunity principles

KEY RESPONSIBILITIES

GENERAL EXECUTIVE SUPPORT:

- Proactively manage the CEO and Directors' diaries - anticipate requirements such as travel time, equipment and content/documents required.
- Professionally and proactively manage key communication flows including receiving, screening and responding appropriately to telephone calls, emails, requests and correspondence from internal and external stakeholders in a timely manner.
- Coordinate travel bookings, itineraries and anticipate and prepare for requirements
- Prepare high quality documents, correspondence and presentations in line with organisational branding guidelines for both internal and external audiences
- Coordinate the Executive team meetings, quarterly staff meetings, leadership and other meetings as required - preparing agenda's, taking minutes and coordinating follow up items and actions in a timely and efficient manner.
- Conduct desktop research and locate documents on a variety of subjects
- Other general administrative duties as required

BOARD SUPPORT:

- Coordinate Board meetings for PRC and RCN boards.
- Prepare and distribute board papers
- Meeting attendance and minute taking
- Distribute and follow up actions
- Complete all board processes and legislative requirements
- Update all registers and record keeping as required

TENDER AND GRANT APPLICATIONS – BID ADMINISTRATION:

- Proactively identify continuous opportunities in the tender and grant application process
- Coordinate people resources required to complete applications
- Compile information for tender and grant applications in line with PRC tender development process and branding guidelines
- Ensure applications are completed in a timely manner, are accurate, and of the highest quality

Human Research Ethics Committee administration:

- Liaise internally to determine ethics submissions required
- Meeting coordination and preparation, including preparation of agenda and ethics submissions and catering as appropriate
- Attend HREC meeting and take minutes
- Prepare and send meeting outcome notification to researchers
- Update and maintain all HREC files and applications – Register of Research, attendance, reviewers log
- Follow up reports from researchers – annual reports, final reports
- Prepare HREC annual reports: one for the CEO and one for the NHMRC
- Assist in the recruitment of HREC members
- Other admin tasks as required:
 - Updating contact details of committee members
 - Maintaining HREC Hub site

KEY SELECTION CRITERIA

Essential

- Demonstrated relevant experience in a similar role
- Strong organisational skills with demonstrated experience managing competing priorities whilst maintaining attention to detail and meeting deadlines
- Highly developed analytical, and problem-solving skills
- Strong customer orientation and solutions focused approach
- Ability to demonstrate appropriate discretion and maintain confidentiality where relevant
- Excellent communication skills (written and verbal), and ability to prepare high quality documents (e.g., correspondence, reports and presentations)
- Strong IT skills, including a sound working knowledge of the Microsoft suite of programs (Outlook, Excel, Word, and Power point) and internet and an ability to quickly learn new systems
- Evidence of a high-level of personal productivity and work impact

- Ability to work well in a team context whilst also showing initiative and a capacity to work independently and adaptively to meet changing organisational needs
- Successful police check clearance
- Interest in parenting and family support

Desirable

- Familiarity with child and family service systems
- Working Knowledge of SharePoint