

## Position Description

<b>Position Title:</b>	<b>Executive Assistant</b>
<b>Team:</b>	CEO Office
<b>Employment Status:</b>	Full-time, ongoing
<b>Primary location</b>	117 Berkeley St, Melbourne and other locations as required

## About Unison

Unison is a not-for-profit organisation that works to reduce disadvantage and social exclusion by creating communities that thrive. We develop, own and manage social, transitional and affordable housing and provide commercial property management, owners corporation management, and cleaning and grounds services.

We believe that affordable housing is the foundation on which to build a life of value but that a good life takes more than just housing. A good life takes place in a community. Unison also assists over 3,500 people who are homeless or at risk of homelessness each year.

Unison is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of our clients and staff and engaging in a diverse workforce. Unison encourages individuals of diverse backgrounds, including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, and the LGBTIQ+ communities, to join our workforce.



### OUR VISION

Communities that thrive.

### OUR PURPOSE

Collaborate to create vibrant, sustainable communities by developing, managing and providing access to housing.

## Our Values

We are committed to delivering high-quality services in line with our organisational values. These values are the principles that guide how we operate, how we provide services to our customers, how we treat each other within the organisation, and how we relate to the broader community.

As a values-based organisation, Unison seeks to cultivate a culture founded on quality of service delivery, responsiveness, collaboration and respect for others. It is an environment that requires all team members to maintain high work standards in line with our values.

At Unison we value:



## Position Objective

Reporting to the CEO, the Executive Assistant (EA) provides high level executive and administrative support to the CEO, Executive Team and Board. The role is a key point of contact across the organization and with external stakeholders, and requires expert professionalism, communication skills, initiative, interpersonal skills and attention to detail.

## Key Accountabilities

### Executive support

- Support the CEO and Executive Team as directed to ensure business operations run effectively and efficiently.
- Monitor and manage all emails to the CEO, exercising initiative and sound judgement in determining what information should be brought to the CEO's attention, or circulated or referred elsewhere.
- Prioritise and follow up on outstanding actions and emails to ensure timely completion.
- Proactively manage the CEO's schedule, including internal and external meetings, appointments and commitments to ensure a workable schedule.
- Organise and coordinate Executive Team activities and meetings with stakeholders internally and externally, including domestic and overseas travel arrangements.
- Prepare, format and proofread communications including reports, internal and external correspondence and presentations.
- Assist in collation of content, formatting and tracking of submissions to government and other funding bodies.
- Provide support to the Tenancy Advisory Group (TAG) by managing correspondence between the TAG, Unison's Board members and the CEO regarding the scheduling of meetings, the TAG calendar in consideration of key deliverables and assisting the Company Secretary with corporate governance administrative requirements.

**Administration**

- Provide high level secretariat support, including preparation of meeting agendas, minutes and papers, following up on actions and distribution.
- Coordinate venue bookings, catering, and setting up/packing up for meetings and events.
- Maintain accurate and up-to-date records, ensuring they are readily available to stakeholders who need access to them.
- Ensure all documentation and correspondence is filed, archived and controlled for appropriate privacy and confidentiality requirements.
- Reconcile CEO expenses.

**Personal Accountability**

- Champion a culture that is respectful, non-judgemental and inclusive in line with Unison’s Values, Code of Conduct, Policies and Procedures.
- Actively participate in activities and initiatives to promote and sustain a positive and collaborative workplace with colleagues and stakeholders.
- Participate in team meetings, Unison staff meetings and other meetings and forums as required.
- Participate in regular performance review and planning.
- Ensure regular reports relevant to the position are accurate and provided within specified formats and timelines.
- Comply with all legislation, regulations, standards and Unison policies and procedures relevant to the position.
- Other duties as reasonably directed by Unison.

**Key Selection Criteria**

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Demonstrated skills and experience in the provision of executive assistance at a senior level</li> <li>• High performance standards and attention to detail, with the ability to quickly deliver quality work</li> <li>• High level interpersonal, written and verbal communication skills, including the ability to work co-operatively and positively with a range of stakeholders</li> <li>• Ability to problem solve and meet demanding work deadlines autonomously</li> <li>• A proactive, collaborative mindset and capacity to work both independently and within a team environment.</li> <li>• Highly organised and professional skillset, including ability to uphold confidentiality, maturity, and diplomacy</li> <li>• Ability to work with ambiguity, multi-task and work to tight time frames and deadlines</li> <li>• Commitment to social justice and desire to promote and model the values of Unison in all interactions with employees, tenants and clients and the broader community</li> <li>• A current and valid driver’s license</li> </ul>
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	<ul style="list-style-type: none"> <li>• A satisfactory National Police History check and Working with Children Check, and an International Police check if relevant</li> <li>• Evidence of two COVID-19 vaccinations</li> </ul>
<b>Workplace health and safety</b>	<ul style="list-style-type: none"> <li>• Comply with Unison’s OHS policy and procedures and applicable legislation and promote a positive safety culture.</li> <li>• All employees must take reasonable care for the health and safety of themselves and others affected by their actions at work.</li> <li>• Regularly inspect your work environment and report any incidents, hazards or near misses that can cause harm or represent a threat to public safety to the relevant Manager or Supervisor.</li> <li>• Actively participate in hazard identification and elimination where practical.</li> </ul>

## Organisational Relationships

<b>Accountable to</b>	Chief Executive Officer
<b>Supervises (Day to Day Operations)</b>	N/A
<b>Internal relationships</b>	<ul style="list-style-type: none"> <li>• Executive Team</li> <li>• Board Directors</li> <li>• Tenant Advisory Group members</li> <li>• Management group</li> <li>• People Team</li> <li>• Staff in general</li> </ul>
<b>External relationships</b>	<ul style="list-style-type: none"> <li>• Government</li> <li>• Peak bodies</li> <li>• Partners</li> <li>• Suppliers</li> <li>• Tenants, clients and other customers</li> <li>• Wider community</li> </ul>

## Physical Inherent Requirements

<b>Office duties</b>	<ul style="list-style-type: none"> <li>• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.</li> <li>• General office-based work includes handling files and various paperwork and attending to phone calls and stakeholder enquiries.</li> </ul>
<b>Driving</b>	<ul style="list-style-type: none"> <li>• Required to drive private or Unison owned vehicles.</li> </ul>
<b>Work environment</b>	<ul style="list-style-type: none"> <li>• May be required to work from different sites, including offsite facilities.</li> <li>• Exposure to varied weather conditions.</li> </ul>
<b>Lifting and carrying</b>	<ul style="list-style-type: none"> <li>• Infrequent lifting and carrying of items up to 5kgs.</li> </ul>
<b>Bending and reaching</b>	<ul style="list-style-type: none"> <li>• Required to occasionally bend and reach.</li> </ul>

## **Position Description Review**

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<b>Date Position Description Adopted:</b>	April 2024
<b>Position Description Review Date:</b>	April 2026