

Job Description

Position:	Executive Support and Office Coordinator
Employment Status	12 Month Fixed Term Contract (Maternity Cover) 38 Hours per week
Classification:	Social Community Health Care and Disability Services Industry Award
Responsible to:	Chief Executive Officer
Responsible for:	Providing administrative support to the CEO and Policy staff

Position objective

The Executive Support and Office Coordinator is to work with the CEO on all aspects of operational management (organisational, business and policy) to ensure MHCC activities and outcomes are on course and in line with MHCC strategic objectives. The Executive Support and Office Coordinator is also to provide administrative support to the policy staff as required.

Executive Assistant Responsibilities

- To maintain awareness and knowledge of contemporary operational theory, methods and relevant legislation and provide suitable interpretation to the CEO, Board, and staff within the organisation;
- To work with CEO to facilitate Synergies and Strategic Directions, meetings ensuring agenda, comprehensive minutes and required actions are followed up;
- To assist CEO with MHCC Board support, reporting requirements, Annual Report and other administrative duties related to MHCC Incorporation;
- To perform personal assistant duties for the CEO including: diary management, travel arrangements and research as required, etc.
- To provide administrative support to members of the Executive including the CEO and Policy team, including letter formation, editing and formatting as required to ensure completion in a timely manner;
- To work as a point of contact for the CEO and other MHCC staff

Human Resources

- Administer recruitment and induction of new staff as approved by the Chief Executive Officer in accordance with the Recruitment Policy and Procedure, in conjunction with relevant management;
- Work with management to develop independent consultant agreements;
- Work with management to coordinate expressions of interest;
- Coordinate contract management of existing staff and independent consultants and report to management prior to contracts expiring;
- Work with management to ensure regular supervision and support is available to all staff and regular performance management is received;
- Manage the departure of staff to ensure exit interviews are conducted and relevant information is fed back as appropriate;
- Maintain an awareness of changes within the Fair Work Act 2009 and make relevant recommendations to the Chief Executive Officer on any changes that need to be implemented;
- Maintain an awareness of the Social, Community, Home Care and Disability Services Industry Award 2010 and make relevant recommendations to the Chief Executive Officer on any changes that need to be implemented;
- Through consultation with AFEI, provide advice to management and staff as required on human resource and industrial relations issues;
- Provide oversight of annual leave requests to ensure efficient functioning of MHCC;
- Provide oversight of time in lieu and advice staff/ management when required;
- Work with the Training Services Team Leader to ensure all external trainers and assessors have current contracts as required;
- Ensure all staff personnel files are complete
- Act as a signatory for MHCC accounts in accordance with MHCC policies and procedures

Policy Review

- Coordinate the development and review of MHCC Policies and Procedures in accordance with the Policy Development and Review policy.
- Advise staff and management regarding policies and procedures to ensure organisational compliance

Office Coordination

- Provide coordination of the MHCC office including administrative and IT functions to ensure smooth efficient operation and support of MHCC
- Ensure appropriate systems are in place to support and supervise office staff (including regular one on one meetings, supervision etc.) and provide regular updates on performance to the CEO;

Other Responsibilities

- To ensure all operational activities meet with and integrate with organisational requirements for quality and compliance management, risk management, legal and health and safety regulations;
- Preparation, minute taking and follow up of relevant meetings as required;
- Project management as directed by the CEO;
- To perform other duties as directed by the CEO

Teamwork

- Create and facilitate a climate that is conducive to learning and is reflective of MHCC principles and values.
- Positively represent MHCC at all time, understand MHCC mission and aims and be aware of MHCC's role as a peak body
- Work collaboratively with other team members
- Actively engage with other team members in continuous improvement of the MHCC
- Attendance/ participation at staff/ team meetings as required

General responsibilities

- Undertake professional development to ensure competencies remain current with industry standards
- Meet regularly with the CEO to provide updates on outcomes, briefing on issues and supervision
- Attend/ participate in industry forums as required
- Maintain awareness and knowledge of contemporary operational theory and methods and provide suitable interpretation to the CEO, Board and staff within the organisation.
- Support MHCC to prepare for audits, and other governance requirements
- Understand the aims and objectives of MHCC
- Provide comprehensive reports to the CEO as requested.
- Provide regular reports to the Board via the CEO on a regular basis
- Abide by the MHCC Policy and Procedures Manual at all times and workplace/ legislative requirements
- Abide by the Code of Conduct Agreement
- Ensure the practice of Workplace, Health and Safety (WHS) Standards are maintained by staff and self
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Participate in an annual performance appraisal
- Seek formal supervision if required
- Use equipment provided in a professional manner
- Other duties as directed by the CEO