



## POSITION DESCRIPTION

1. POSITION DETAILS	
<b>Position Title</b>	Personal Assistant (PA) to the Chief Executive Officer and State President
<b>Position No</b>	
<b>Division</b>	Organisational Support
<b>Location</b>	Franklin Street, Adelaide
<b>Reports To</b>	GM Organisational Support
<b>Classification Code</b>	SCHCD Award classification 4 (Salary packaging available) 0.6FTE for 12 months Fixed Term Contract. Can be worked over 4 or 5 days
<b>Discipline</b>	Administration Support
<b>Date Created</b>	October 2023
<b>Date Approved</b>	
<b>Review Date</b>	August 2024
2. POSITION CONTEXT	
<b>Organisational Overview</b>	<p>The St Vincent de Paul Society (The Society) is a lay Catholic organisation and a major international charitable and voluntary organisation, which has been in existence in South Australia (SA) since 1884.</p> <p>The principal role of The Society is to provide for or alleviate the various needs of disadvantaged people in the community by genuinely addressing poverty and hardship through assistance and advocacy. The Spiritual mission of The Society is to continue the mission of Jesus Christ.</p> <p>Our core work in SA is to assist people in need and to raise awareness of and advocate against social injustice across the State. We do this through our local member networks, known as Conferences, which operate across 60 communities throughout the State, our 34 Vinnies Centres (shops) and through our Special Works. Special Works include the Vinnies Men's Crisis Centre (VMCC), Vinnies Women's Crisis Centre (VWCC), Fred's Van (10 sites), Vinnies Open Door program, Vinnies Refugee and Asylum Seeker Service (VRASS), Youth and Community Engagement, and a range of other special programs. Special Works support our key strategic work focus areas of homelessness, refugees and asylum seekers and provide support to victims of domestic and family violence.</p> <p>The Society has around 2500 members and volunteers as well as over 125 employees.</p>
<b>Position Purpose</b>	<p>The PA to the Chief Executive Officer and State President and provides a high-quality personal assistance, secretarial and/or administrative support to the:</p> <ul style="list-style-type: none"><li>• Chief Executive Officer (CEO)</li><li>• State President</li><li>• State Council</li><li>• State Council Advisory Committees and Advocacy Groups, and</li><li>• Organisational Support team</li></ul> <p>of the St Vincent de Paul Society in SA.</p> <p>The role will require high levels of professionalism, discretion, tact and diplomacy in dealing with sensitive and/or confidential matters.</p>
<b>Line Management Responsibility</b>	<p>This position reports functionally to the GM Organisational Support but works predominantly with the CEO and State President.</p>

<b>Key Interactions/ Relationships</b>	<ul style="list-style-type: none"> <li>• GM Organisational Support</li> <li>• Chief Executive Officer</li> <li>• State President</li> <li>• State Council and Advisory Committee members</li> <li>• Organisational Support Team</li> <li>• Executive Team, including General Managers (GMs) Community Services, Commercial, Corporate Services, and Brand and Organisational Culture</li> <li>• Support Office Staff</li> </ul>
<b>Authority to Act / Delegations</b>	This position has No Delegations of Authority.
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours as some after-hours work will be required.</li> <li>• Position will be subject to a satisfactory Criminal History (NPC) and Working with Children Check and a pre-employment health check.</li> <li>• Current Driver's Licence is essential.</li> <li>• Work location will be predominantly at Franklin St Adelaide and travel/work in other locations across the State will be required.</li> </ul>
<b>3. PRIMARY OUTCOMES AND ACCOUNTABILITIES</b>	
<b>KEY RESULT AREA</b>	<b>PERFORMANCE MEASURES</b>
<b>Personal Assistance and Administrative Support</b>	<ul style="list-style-type: none"> <li>• Provide personal assistance to the CEO and State President with the production of high quality, professional and accurate organisational support documentation including letters and other correspondence, minutes of meetings, speech notes, PowerPoint presentations, and standardised forms and documents.</li> <li>• Management of Microsoft Outlook calendar including coordination of meetings, forums and appointments, ensuring all relevant information and documentation for upcoming meetings is available.</li> <li>• Maintain a high level of awareness of matters coming into and out of the CEO's office to effectively respond to enquiries.</li> <li>• Preparation of information to aid the CEO and State President with their meetings, providing secretariat support in meetings, committees and working groups as required.</li> <li>• Monitor, track and report on written correspondence and the following up on required actions.</li> <li>• Maintain the confidentiality of correspondence, documentation and records.</li> <li>• Within required timelines, prepare State Council meeting papers, reports and organise and distribute State Council Advisory Committee agendas, minutes, briefing papers and other relevant documentation.</li> </ul>
<b>Office Management and Organisation systems</b>	<ul style="list-style-type: none"> <li>• Establish and implement organisational systems and processes to ensure a smooth running and efficient office including maintaining electronic and manual files and keeping records up to date, secure and accessible.</li> <li>• Support the development, implementation, review and improvement of organisational policies, procedures and practices in areas such as HR, Workplace Health and Safety, IT, legal and regulatory compliance and office procedures.</li> <li>• Assist the Finance team with purchasing, invoicing, reimbursements and financial record-keeping</li> </ul>
<b>Records Management</b>	<ul style="list-style-type: none"> <li>• Update and maintain Organisational Support records and databases, using processes that are consistent and in compliance with wider organisational processes, protocols and legislative requirements.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Support the continuous improvement of the administrative business systems and processes to ensure they are effective, efficient, and consistent with the values of the Society and reflect the needs of the people we assist.</li> </ul>

<b>Internal and external stakeholder engagement</b>	<ul style="list-style-type: none"> <li>Develop and maintain positive working relationships with all internal and external stakeholders, including the Executive team and Support Office staff.</li> <li>Support the identification and addressing of stakeholder expectations as far as practicable.</li> <li>Participate in organisational communication and development systems e.g. staff meetings, planning/review days</li> </ul>
<b>Workplace Health and Safety</b>	<p>All employees have a responsibility for their own health and safety and to avoid adversely affecting the health and safety of any other person with a connection to their work. The responsibility of this role is to:</p> <ul style="list-style-type: none"> <li>Support the development and maintenance of WHS best practice within the workplace.</li> <li>Adhere to safe work and welfare practices, policies and procedures.</li> <li>Participate in relevant WHS training programmes.</li> <li>Follow any reasonable instruction and training provided in relation to health and safety at work.</li> <li>Report hazards, accidents and unsafe workplace practices in the workplace.</li> <li>Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS facilities, resources, equipment and information.</li> </ul>
<b>Duties as otherwise requested</b>	<ul style="list-style-type: none"> <li>St Vincent de Paul Society is a not for profit that aims to take opportunities to maximise the benefit it provides to the community. From time to time, this role may be asked to undertake other duties of a similar level to those outlined in this Position Description.</li> </ul>
<b>4. POSITION COMPETENCY PROFILE</b>	
<b>TECHNICAL</b>	<b>DESCRIPTION</b>
<b>Administrative Skills</b>	<ul style="list-style-type: none"> <li>Highly competent and experienced in the provision of responsive and professional administrative services for senior employees.</li> <li>High level of accuracy and attention to detail.</li> </ul>
<b>Personal Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Self-motivated and able to work under pressure to meet deadlines.</li> <li>Proven ability to be pro-active, decisive and action/results oriented.</li> <li>Ability to exercise tact, discretion and sound judgement in dealing with politically sensitive and confidential issues.</li> <li>Well-developed interpersonal skills and capabilities in relationship building to engender trust, co-operation and harmony amongst staff and volunteers.</li> <li>Knowledge of, and experience in, working within not-for-profit and community service environments.</li> </ul>
<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively manage multiple complex priorities and deadlines to achieve results.</li> <li>Equally adept at teamwork and working independently on complex tasks.</li> <li>Ability to show appreciation of others' workloads and priorities and be willing to assist where practicable.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Highly developed written and verbal communication skills, with the ability to tailor these to suit different audiences and circumstances.</li> <li>Experience in managing the delivery of messages and information through channels ranging from traditional media and written communication to electronic/social media.</li> </ul>
<b>BEHAVIOURAL</b>	<b>DESCRIPTION</b>
<b>Ethics and values</b>	<ul style="list-style-type: none"> <li>Understand, and be committed to, the philosophy, ethos, mission and values of The Society.</li> <li>Be able to promote the core values of The Society and ensure that the Code of Conduct is upheld.</li> </ul>

<b>Interpersonal Relations</b>	<ul style="list-style-type: none"> <li>• Be committed to, and be able to establish, strong working relationships with internal and external stakeholders.</li> <li>• Use discretion and maintain confidentiality when dealing with sensitive and confidential information.</li> <li>• High degree of professionalism, interpersonal and communication skills to enable professional interaction with a diverse range of stakeholders.</li> <li>• Act to encourage equality and respect in the workplace.</li> </ul>		
<b>Self Management</b>	<ul style="list-style-type: none"> <li>• Demonstrate resilience, manage emotions and exhibit balanced optimism when facing adversity / challenges.</li> <li>• Maintain commitment to professional development.</li> <li>• Maintain flexibility in managing work situations, workloads and changing priorities.</li> </ul>		
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Contribute to the promotion of The Society.</li> <li>• Be understanding of the needs of a diverse range of customers and cultures and deliver services that meet these needs.</li> </ul>		
<b>Professional Accountability</b>	<ul style="list-style-type: none"> <li>• Have a strong focus on accountability and a willingness to accept responsibility for decisions and their consequences.</li> <li>• Be a role model for a consistently high standard of work and a positive outlook.</li> <li>• Support continuous improvement with the Organisational Support team.</li> </ul>		
<b>5. OTHER REQUIREMENTS</b>			
<b>Desirable Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• Certificate Diploma or Bachelor in a Business or related discipline, or relevant experience in providing executive support.</li> <li>• High proficiency in Microsoft Office Suite especially PowerPoint and Word.</li> <li>• High proficiency with Shorthand writing.</li> <li>• Knowledge of, and commitment to, the ethos, values, and mission of the St Vincent de Paul Society.</li> <li>• Knowledge of 'The Rule' - the governing document of the St Vincent de Paul Society internationally, written for members and volunteers.</li> </ul>		
<b>Duties as otherwise required</b>	<ul style="list-style-type: none"> <li>• St Vincent de Paul Society is a not for profit that aims to take opportunities to maximise the benefit it provides to the community. From time to time, this role may be asked to undertake other duties of a similar level to those outlined in this Position Description.</li> </ul>		
<b>6. ACKNOWLEDGEMENT</b>			
<b>Name of Line Manager</b>	<b>Jenny Papps</b>	<b>Signature</b>	<b>Date</b>
<b>Employee Name</b>		<b>Signature</b>	<b>Date</b>