

## **Executive Support Officer Job Advertisement**

### **Executive Support Officer**

- Full-time position (35 hours per week)
- Pay rate commensurate with skills between \$80,000 to \$85,000
- Location in the Surry Hills, close to Central Station
- Some interstate travel may be required as well as travel to SRS regional locations in NSW
- The successful candidate will commence as soon as possible

An exciting career opportunity with a leading aged rights Community Legal Centre (CLC).

### **About Us**

- We are a dynamic Community Legal Centre that specialises in the rights of older people. We have a proud history in representing and supporting some of the most disadvantaged and vulnerable people in the country.
- We provide aged care advocacy services to recipients of Commonwealth funded aged care services
- Also, we provide rights based education and community awareness raising regarding the rights of older Australians.
- Seniors Rights Service proudly works towards fostering communities where older members of society are aware of, actively exercising and defending their individual rights, in a society that respects and values older people and promotes and upholds their rights.

[Seniors Rights Service](#) is looking for an experienced Executive Support Officer to be based in our office in Surry Hills. This is a newly established position due to organisational growth. It will involve providing a range of high level executive, secretariat, and project support services to the CEO including providing advice, managing communications and implementing strategies to support the achievement of the organisation's strategic and operational objectives. The position also supports the CEO of [Older Persons Advocacy Network](#) (OPAN), of which Seniors Rights Service is a member. OPAN has a small secretariat office in our premises.

### **Selection Criteria:**

- Experience in a similar role for 2-3+ years
- Degree, Diploma or comparable experience
- Excellent planning and analysis ability
- High level of enthusiasm, exceptional attention to detail and excellent interpersonal skills
- Rigorous in their organisational and administrative skills
- Proficient with Microsoft programs including Outlook, Excel, Word and PowerPoint
- Exceptional communication skills, both oral and written
- Solution focused and willing to go the extra mile to achieve success
- Excellent work ethic, ensuring deadlines and targets are met
- At ease working under pressure and in a fast paced environment
- Able to use their initiative and make decisions autonomously
- NSW driving licence

### **Key responsibilities**

- Act as the Executive point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines
- Prepare, manage and review the provision of high level communications and correspondence including briefings, reports, submissions and ensure the comprehensiveness, accuracy, and timeliness of written information
- Implement, monitor and report on operational and project plans to inform decision making and support achievement of organisational objectives
- Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning
- Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes
- Provide issues management and support, responding to emerging issues to ensure effective resolution with minimal risk to the organisation
- Lead and/or contribute to projects to support the achievement of organisation level strategic and operational objectives
- Take and prepare minutes of Board, sub-committees and other executive meetings
- Oversee preparation of bi-monthly Board Report Papers.
- Liaise with landlord, IT company and other third parties for all building and equipment related issues and maintenance
- Manage contract and price negotiations with office vendors
- Management of staff computer equipment, laptops, and meeting rooms

SRS is an equal opportunity employer. We are committed to building a workplace culture that values diversity and inclusion therefore we encourage applications from people of all with disability, Aboriginal and Torres Strait Islanders, LGBTI and others.

Please review the Position Description here:

<http://seniorsrightsservice.org.au/wp-content/uploads/2018/06/POSITION-DESCRIPTION-Executive-Officer.pdf>

If you are interested in this job, please email your resume and cover letter addressing the selection criteria to Mr. Westacott [rwestacott@seniorsrightsservice.org.au](mailto:rwestacott@seniorsrightsservice.org.au) or call 1800 424 079 for further information.

Applications close at 9am Thursday July 12 2018