

Position: Executive Assistant

NPYWC Program: Directorate

Employment Details: Full Time, Permanent, 38 hours per week

Location: Based in Alice Springs with some travel to the NPY region

Base Salary: \$69,470 - \$75,471 (negotiable based on experience) with additional benefits.

What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

Your Team:

The Directorate team are responsible for leading the executive management responsibilities of the organisation working in close consultation with elected Directors of NPY Women's Council.

Alongside the corporate services teams, they deliver a professional business support service to the employees and clients of NPY Women's Council.

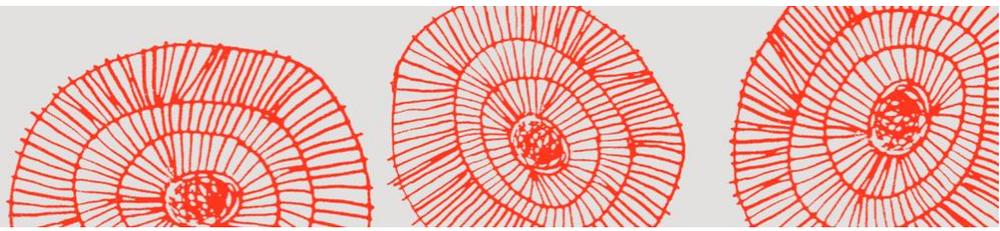
With a new five-year strategic plan that puts operational excellence as a priority, this role will be a critical part of the team moving forward due to a number of exciting projects and organisation improvements.

Your Role:

The role provides high level administrative and governmental support to the Chief Executive Officer, the Deputy Chief Executive Officer, as well as support our 12 elected Aboriginal Directors.

The position will be the first point of contact for any matters relating to the team and will also provide administrative support to the NPYWC management team.

The role is varied giving you an interesting mix of experience and duties and will provide development in a number of areas.



Your Responsibilities:

1. Provide high level administrative and secretarial support to the CEO, Deputy CEO and 12 elected Anangu directors including:
 - first point of contact for CEO and Directors
 - diary management and organising workflow including follow up actions
 - basic correspondence
 - preparation of documents and briefings for meetings
 - travel arrangements
 - file management including meeting and AGM requirements
 - management of mailing lists and other databases
2. Develop and maintain strong relationships with CEO, Deputy CEO, managers and Directors.
3. Organise, take minutes at meetings including manager's meetings, Annual General Meeting, general meetings and Director's meetings and follow-up action items as required
4. Assist other operational teams with general administrative tasks from time to time eg the main reception office including answering phones and responding to in person inquiries.
5. Coordinate large and small organisational events such as the annual symposium.
6. Implement best practice principles.
7. Demonstrate NPYWC culture and guiding principles in work practice and in interpersonal relationships.
8. Assist with compliance regarding funding and organisational requirements.

Skills and Experience:

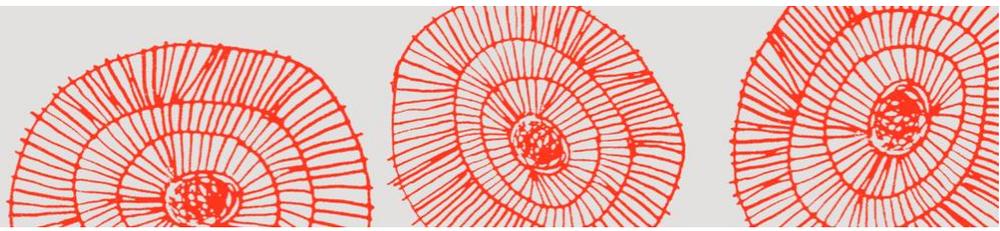
- Excellent interpersonal skills and emotional intelligence including an ability to work with members and stakeholders
- Excellent written and verbal communication skills this includes working cross culturally.
- Excellent organisation and planning skills for managing and prioritising competing demands
- High level computer skills.
- General understanding or willingness to learn about current issues relating to working and living in remote Aboriginal communities.

Qualifications:

- Relevant Certificate in Business Administration (Desirable)

Remuneration:

- Base Salary: \$69,470 - \$75,471 per annum
- Plus 9.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus



- Ability to be adaptable with strong problem solving skills and initiative.
- An organised work style with attention to detail and a commitment to completing tasks.
- Understanding and compliance with confidentiality.
- Experience working with Anangu or other Indigenous Australians for whom English is their second language (Desirable).
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Employment Conditions:

- Work in a manner consistent with NPYWC values and code of conduct.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- Provide or be willing to obtain a current and valid criminal history check, and if applicable, a Working with Children Check.
- Hold a current Australian driver's licence.
- Hold a current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. You may be required to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact Senior HR Officer on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

APPROVED COPY

Signed: 

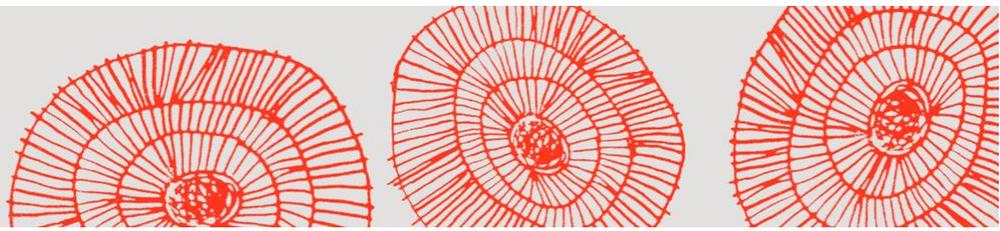
Date: May, 2021

Chief Executive Officer

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



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Employee Name (Please Print)

.....
Employee Signature

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Date