

Position: Executive Assistant

NPYWC Program: Directorate

Employment Details: : Short-term contract (duration negotiable), full-time – 38 hours per week.

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

Base Salary: \$78,666.54 - \$ 90,178.93 (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:

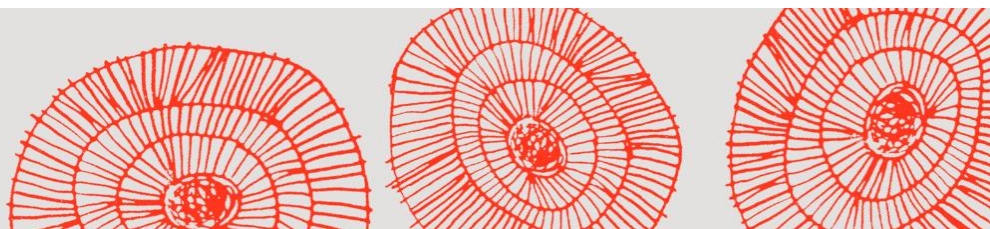
The role provides high level administrative and governmental support to the Chief Executive Officer, the Deputy Chief Executive Officer, as well as support our 12 elected Aboriginal Directors.

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 occasionally to other senior staff, including:
 - Primary diary management of the CEO and diary support of the COO if required;
 - Preparation of documents and briefings for meetings;
 - Maintaining NPY Women's Council's membership list of active and deceased members



- Applying and reapplying for directors' National Police check and Working With Children Check
 - Travel and accommodation arrangements for Directors, CEO and COO;
 - Arrange catering for directors meeting and other details to assist with the smooth running of the meeting
 - Filing and file management including correspondence via emails;
 - Phone calls and taking messages;
 - Basic research and word processing;
 - Provide support and assistance to our 12 elected Aboriginal Directors.
 - Organise and minute taking at meetings as required.
 - Welcome internal and external stakeholders to the Directorate Office
2. Assist the CEO and Deputy CEO to organise workflow and follow up actions delegated by the CEO and deputy CEO.
 3. Organise, take minutes at meetings including Leadership Group meetings, Annual General Meeting, General Meetings and Director's meetings and follow-up action items as required.
 4. Develop and maintain strong relationships with, and provide support from time to time to the NPYWC management team.
 5. Assist other operational teams with general administrative tasks from time to time for example servicing the main reception office including answering phones and responding to in person inquiries.
 6. Develop and maintain strong relationships with Directors, Managers and members of NPYWC.
 7. Manage mailing lists and other databases used to communicate with internal and external partners.
 8. With advice from the CEO and when required the Deputy CEO, prepare briefing notes for high level meetings.
 9. Other general administrative duties from time to time as required. These may include covering reception and doing errands around town
 10. Promote and inform the wider community about the services provided by NPYWC.
 11. Implement best practice principles in my work through professional and personal development.
 12. Demonstrate NPYWC culture and values in work practice and in interpersonal relationships.
 13. Demonstrate compliance with funding and organisational requirements.
 14. NPYWC is an Anangu controlled member-led organisation that supports the empowerment of Ngaanyatjarra Pitjantjatjara Yankunytjatjara women and families. All employees must, wherever possible, assist Anangu by transferring skills and knowledge to support their life choices, professional development and potentially future employment opportunities.
 15. Other tasks as required.

Skills and Experience:

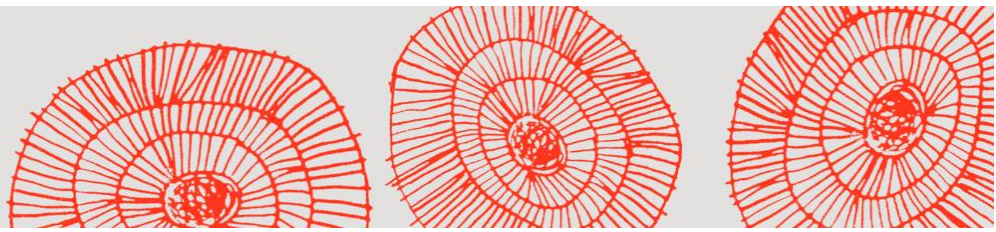
- General understanding or willingness to learn about current issues relating to working and living in remote Aboriginal communities.
- Experience working with Anangu or people for whom English is their second language (Desirable).
- Excellent interpersonal skills, including an ability to work with stakeholders

Qualifications:

- Relevant Certificate in Business Administration or Customer Service (Desirable)

Remuneration:

- Base Salary: per annum



- Excellent written and verbal communication skills this includes working cross culturally.
- Excellent organisation and planning skills for managing and prioritising competing demands.
- Ability to be adaptable with strong problem solving skills.
- A high level of emotional intelligence.
- High level computer skills.
- Experience in delivering telephone services
- Demonstrated experience with problem solving and using your own initiative.
- Confidence and experience in using a Microsoft Office.
- An organised work style with attention to detail and a commitment to completing tasks.
- Ability to think outside the square and find solutions to problems.
- Understanding and compliance with confidentiality.

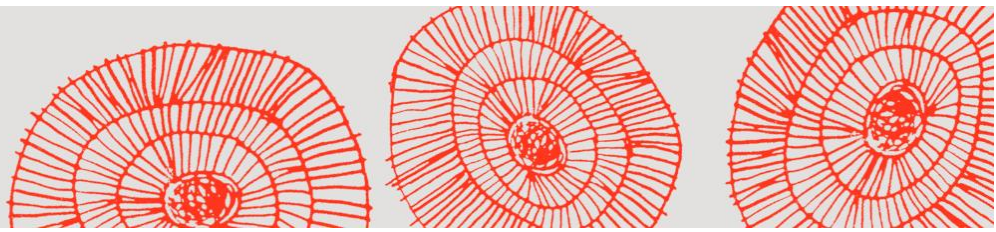
- Plus 12 % \$78,666.54 - \$ 90,178.93 Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.



**Ngaanyatjarra
Pitjantjatjara
Yankunytjatjara
Women's Council**



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 People & Workplace Services 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.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date