



RTC Support Services

Position Description

POSITION DETAILS

Position Title:	Executive Assistant to the General Manager
Job Type:	Administration
Hours of work	19 hours per week, normally Monday to Friday
Reports to:	General Manager
Award	Educational Services (Post-Secondary Education) Award 2020 - <i>General Staff Level 6</i>
Date of appointment	Nov/Dec 2023

POSITION REQUIREMENTS

1. QUALIFICATIONS

Certificate IV in Business Administration or equivalent

Must hold a current working with Children's Check

Role is subject to a police check prior to appointment.

2. PERSONAL ATTRIBUTES

Promote the Christian character and ethos of our clients

High standard of personal presentation

High level of computer literacy

Commitment to continuous improvement, responsiveness to feedback and flexible to change

Excellent written and verbal communication

Excellent interpersonal skills with all stakeholders

Self-motivated able to understand requirements quickly and work efficiently

Attention to detail

Able to work in a cooperative manner and be flexible with changing needs

Able to execute tasks in an efficient manner



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3. MAIN DUTIES

A = Accountable D = Delegable R = Responsible				
Classification	Task category	A	D	R
Governance Services	Membership Record Management			X
	Directors Record Management			X
	Preparation of Agendas & Meeting Packs			X
	Preparation of Minutes			X
	Calendar/Event Management			X
	Report Collation			X
	Board Portal Management			X
	Policy Document Management			X
	P+P Creation/Review/Formatting			X
	P+P Review Schedules			X
	Board Travel Arrangements			X
Strategy & Planning	Report Formatting and Distribution			X
	Records Management			X
	Data Collection			X
	Diary Management			X
Policies & Procedures	Management of P+P database			X
	Development of P+P			X
	Review of P+P			X
	Timetable for review of P+P			X
	Approval of operational P+P			X
	Publication and distribution			X
	Training			X
BH	Database Management			X
Services Agreements	Diary Management			X
	Formatting of documentation			X
	Records & file management			X
	Implementation of agreements			X
	Foster Genuine Relationships			X
HR	Employment document Creation			X
	Filing & Archive Management			X
	Onboarding & Induction Management			X
	Electronic File Management			X
	Work cover Return to Work Officer Duties			X
Marketing & Engagement	Collate event feedback			X
Events/Catering	Duties as required			X



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4. OH&S

Take reasonable care for their own health and safety

Take reasonable care for the health and safety of others who may be affected by their acts or omissions

Cooperate with anything the employer does to comply with OHS requirements

Not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace for OHS

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Employee Signature

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Date

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Employer Signature

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Date