

POSITION DESCRIPTION

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Executive Assistant to CEO	DIVISION:	CEO Office
LOCATION:	Sydney	STATUS:	Permanent
REPORTS TO:	Chief Executive Officer	HOURS:	35 Hours per week
POSITION NO:	CCA – CEO – 002 -2021	LAST UPDATED:	Jan 2019

Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

Role description

The Executive Assistant to the CEO role sits within the CEO Office and undertakes a range of duties to support the CEO and the CCA Board. The role currently also provides administrative support to the Cancer Council Federation Chairs' Forum.

The Executive Assistant to the CEO provides high level executive support to the CEO by managing the CEO diary and inbox, managing travel arrangements, preparing correspondence and communications, managing expenses and invoices, working with the Executive and Leadership Teams and generally anticipating the needs of the CEO to assist with the smooth running of the organisation. The Executive Assistant also provides secretariat support to the CCA Board and the Federation Chairs' Forum by arranging meetings, coordinating papers, taking minutes, following up on action items, working with regulators and maintaining organisational records.

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Document ID: CCAFCS42	Created by: Y Meier	Version: 1.0	Approval date: June 2021	Review due: June 2023

Primary Accountabilities

Provide high level executive support to the CEO and provide secretariat support to the CCA Board and Federation Chairs' Forum.

Other Accountabilities

- Provide high level executive support to the CEO always maintaining confidentiality.
- In consultation with the CEO and Chair, coordinate and prepare Board, Board Committee and Chairs' Forum meetings and papers including attending and taking minutes, following up of action items and working with regulators.
- Maintain the CEO's calendar by planning and scheduling tasks, meetings, conferences and travel.
- Monitor the CEO's inbox and emails and action as necessary.
- Arrange domestic and international travel for the CEO and Board members, as and when required.
- Maintain a database and filing system for CEO, Board and organisational records.
- Preparation of documents, correspondence and presentations as requested.
- Invoice and expense management for the CEO and Board, including keeping of budgets for travel, accommodation and other secretariate expenditure.
- Maintain effective working relationships with internal and external clients, including member body CEOs, Board Chairs and CEOs of other national cancer organisations.
- Contribute to the overall wellbeing of the organisation and avoid participation in any activity that might be harmful to the good operation, health or reputation of the organisation.
- Be alert to any unsafe work practices or environments and take steps to ensure that no staff member or visitors is placed in a position potentially dangerous to themselves or others.
- Other duties as required.

Main Challenges

- Providing high level executive support to a busy CEO.
- Acting as a central contact for member bodies, Board, Chairs' Forum, CEO Forum and committees.
- Supporting the preparation of Board and Board Committee agendas and papers, including liaising with the Executive and Leadership Teams for report inputs.
- Keeping up with technical and organisational skills and being proactive.
- Managing competing priorities to ensure smooth functioning of the CEOs calendar and inbox.

Key Relationships

Position reports to Chief Executive Officer.

Position works closely with:

- Board Chair and Board Members.
- Federation Chairs' Forum Chairperson.
- CCA Executive and Leadership Teams.
- All CCA Team members.

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- Key external groups, including government, professional, community organisations and external service providers.

Selection Criteria

Essential:

- Minimum of 5 years' experience as an Executive Assistant to a senior level executive, preferably a CEO.
- Experience providing secretariate support to a Board and working closely with the Chair.
- Experience working in a complex organisation with multiple and complex stakeholders.
- Exceptional organisational skills, interpersonal skills, and a keen eye for detail and accuracy.
- Ability to multitask, solve problems and manage competing priorities whilst upholding confidentiality and exercising discretion.
- Ability to work autonomously and as part of a team.
- High level of proficiency with Microsoft Office (including SharePoint) and Adobe software.
- Calm, approachable, friendly manner with high emotional intelligence and strong personal resilience.

Desirable:

- Understanding of and commitment to the not-for-profit sector.

APPROVED BY:	Chief Executive Officer	Date:	July 2021
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