

Position Description

Executive Officer

Who we are: We are Tasmania’s leading cancer charity working to reduce the incidence and impact of cancer on all Tasmanians. Through advocacy and research, supportive care programs and services, and the delivery of prevention education resources and programs, we are here for all Tasmanians.

Our Vision: A cancer-free future

Our Values: Generosity, Integrity, Collaboration, Courage, Innovation

Hours of Work	Part-time, 0.8 FTE
Salary and Conditions:	Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010 Level 4 (salary packaging is available).
Location:	The role is located at the Cancer Council Tasmania offices at 15 Princes Street, Hobart, Tasmania. This role will require occasional intrastate travel and flexibility in working days / hours may be required from time-to-time.
Position Summary:	The Executive Officer provides high-level secretariat and administration support to the CEO, the CCT senior management team, and CCT Board.
Reporting:	This role reports directly to the CEO. The role has no direct reports.
Qualifications and Skills:	This role requires a combination of experience, expertise, and competence sufficient to perform the duties required at this level. This may have been obtained through previous appointments, service and / or study.
Personal Attributes:	This role requires a self-motivated person who possesses exceptional time-management skills, high-level interpersonal skills and the ability to work autonomously and as part of a broader team.
Organisational Responsibilities:	<p>CEO and CCT Senior Management Executive Support:</p> <ul style="list-style-type: none"> • Providing high-level administrative support to the CEO including assisting with diary management, travel arrangements, meeting appointments and other tasks pertaining to the Office of the CEO. This role also provides additional executive assistance to the Director Prevention & Quit Tasmania, and support as required to the CCT senior management team. • Providing administration support to CCT’s cancer research activity including supporting the CCT Scientific and Research Committee, updating databases, liaising with grant recipients and research institutions to organising the annual CCT Small Grants and Research Awards. • Managing claims and credit card reconciliations for the CEO, senior management team and Board.

	<ul style="list-style-type: none"> • Organising and scheduling meetings and as required, taking minutes for key internal meetings, committees and working groups. • Assisting in the organisation of CCT Board events or other functions pertaining to the Office of the CEO, including the CCT all-staff forum and volunteer events. • Maintaining and managing paper and electronic files, the contract register, documents and other Corporate/Board information. • In liaison with Human Resources act as the first point of contact for volunteer enquiries (via email and phone) and manage the volunteer application process - responding to potential applicants, monitoring incoming applications and updating CCT's volunteer database (Dynamics 365). • Coordinate volunteer onboarding processes as required, ensuring volunteers receive comprehensive, role-relevant onboarding information and documentation in a timely manner. Monitor and act as the liaison for onboarding follow-up requirements and queries. • Providing coverage and support to the Reception and Administration Assistant, including Reception cover (in-person and phone) when required. <p>CC Board Governance Support:</p> <ul style="list-style-type: none"> • Providing administrative and secretarial support to the CCT Board and all Board Sub-Committees including the coordination and preparation of agendas, minutes of meetings, correspondence and other documentation. • Providing support and being the liaison role between the Board, sub-committees and CCT. <p>Policy and Project Support:</p> <ul style="list-style-type: none"> • Support the CEO and CCT management team in reviewing, and maintaining organisational policies and procedures as required, ensuring they are current, compliant with relevant legislation, and aligned with organisational priorities and best practice. • Coordinating the regular review of operational and governance policies, including drafting policy updates. • Undertaking small projects, research and enquiries. • Identifying suitable grants and providing assistance to CCT staff in the writing, submitting and recording grant applications, as required. • Undertaking other duties, as directed by the CEO and CCT senior management team to support the organisation and contribute to a positive and productive workplace.
<p>Selection Criteria:</p>	<p>1. Highly developed administrative, organisational and information management skills, with a thorough knowledge of contemporary work practices and procedures. Experience in a relevant industry or service will be advantageous.</p>

	<ol style="list-style-type: none"> 2. Demonstrated analytical skills and high-level professional document writing skills. 3. Proven high level interpersonal skills, and ability to professionally engage with diverse stakeholders ranging from internal staff, Board Directors, volunteers to donors and government and corporate partners. 4. Ability to work autonomously to manage and prioritise a diverse workload with tight time frames. 5. Demonstrated understanding of what is entailed in working with and supporting Boards including the provision of board papers, taking of minutes and organising the Annual General Meeting. An understanding, or ability to acquire an understanding of the workings of a not-for-profit board will be advantageous. 6. Demonstrated ability and proficiency in the use of MS Products and other software packages.
Essential Requirements:	<ul style="list-style-type: none"> • Satisfactory National Police Check or ability to obtain one. • Ability to occasionally work out of hours work and / or to undertake occasional intrastate travel to attend Board and Board Sub-Committee meetings as required. • Ability to commit to Cancer Council Tasmania objectives, and values including the promotion of Quit Tasmania’s vision of a Tasmania free from the harmful effects of tobacco and related products, including e-cigarettes.

Competency Framework – Executive Officer			
Personal Attributes		Relationships	
Adapt and Respond to Change		Communicate Effectively	4
Display Resilience	3	Commitment to Customer Service	4
Act with Integrity	4	Influence and Negotiate	2
Manage Self	4	Work Collaboratively	4
Results		Business Support	
Deliver Results	3	Finance	1
Plan and Prioritise	4	Technology	2
Think and Solve Problems	3	Procurement and Contract Management	2
		Project Management	2
Demonstrate Accountability			
People Leadership and Management	2	4 – Highly Advanced	
Lead, and Develop People	1	3 – Advanced	
Inspire Direction and Purpose	1	2 – Intermediate	
Optimise Business Outcomes	3	1 - Foundational	
Manage Reform and Change	2		

It is agreed that these are the primary requirements for the position of the Executive Officer. However there is an expectation that this position may perform, or learn other duties, as required by Cancer Council Tasmania.

Where the requirements and tasks vary significantly, both parties agree to discuss these variations and draft a new Position Description which reflects agreed variations.

It is understood by both parties that this position description forms an integral part of the feedback process between the employee and the CEO therefore the entire document will be considered during any performance assessment.

Employee Signature:
Executive Officer

Date:

Employer Signature:
Chief Executive Officer

Date: