



POSITION DESCRIPTION

JOB TITLE	Executive Assistant	
DEPARTMENT	Office of the CEO	
REPORTS TO	Chief Executive Officer	
LOCATION	PGNSW Head Office, Rosehill	
SUPERVISES	n/a	
SALARY PACKAGE	\$33,000 to \$36,000 p.a (inc. Super and LSL) - dependant on skills and exp.	
DAYS	25 hrs over 5 days p/w	
APPROVED BY	Chief Executive Officer	DATE February 18 th 2010

JOB SUMMARY

The Executive Assistant is a position that is pivotal in the reputation and ongoing success of Playgroup NSW. This position efficiently and professionally manages the Office of the CEO, as well as providing critical support functions for the organisation's compliance, risk management, collection and analysis of evaluation data and timely report preparation. In providing this support the position exercises a high degree of initiative, discretion and confidentiality.

ORGANISATIONAL SUMMARY

Playgroup NSW is an incorporated association established in 1972. It has over 20,000 members and 33,000 children using its services. We support and resource 1750 Playgroup sessions weekly and are fortunate to be supported by more than 450,000 volunteer hours every year. Playgroup NSW engages with young families who want to be part of their community through Playgroup and our strength lies in our grass roots reputation for positive parent child interactions and friendly family networks that are made through Playgroup attendance and many of which last a lifetime. Playgroup NSW has been part of the lives of 3 generations of Australian families from all communities and backgrounds who have direct positive experience of our ongoing support and expertise.

The Board

As an incorporated association, Playgroup NSW is governed by a Board of Management with a focus on broad representation of current Playgroup consumers (including a mandated inclusion of Board members from rural areas). The role of the Board is to establish the organisational purpose and strategic direction, develop and monitor policies, work closely with the Chief Executive Officer to ensure that the Association's objectives are met, and to ensure the survival of the Association over time. The Board ensures that the organisation supports members appropriately, provides flexible and relevant Playgroup and parent support services and meets the responsibilities of all legal, financial and contractual obligations.



The Staff

Playgroup NSW is managed by a dedicated staff team lead by the CEO, who is responsible for the day to day operations of the organisation. Playgroup NSW has a team of skilled and experienced staff in both metro and rural areas that are available to assist Playgroups with their enquiries and provide support and training in the establishment and management of new groups across NSW. Child development workshops, parenting training, resources and support are also provided to families and professionals in metro, regional and remote communities. Playgroup NSW currently manages and supports parent-lead Community Playgroups; staff-facilitated Supported Playgroups for families with additional needs; MyTime groups, which are facilitated parent support groups for families with children with a disability; PlayConnect groups for families and children with Autism and Autism-like features; and teacher lead PlayPLUS facilitated (user pays) playgroups.

Office staff provide a phone referral service for prospective members searching for a new playgroup, and provide information and support to assist families find the right playgroup for them. Our Head Office staff compile and distribute a range of useful Playgroup information, starter kits, updates and helpful resources on a regular basis. Our Helpline is available to all and answers inquiries on issues relevant and important to playgroup development and management including promotions, insurance, conflict resolution, fundraising advice and venue leasing concerns for prospective or affiliated groups.

We have a team of itinerant Regional Development Consultants who work directly with groups to provide support and training. They promote the work of the association to the wider community, provide Interactive Baby, Playgroup Management, PlayDates and a range of parenting workshops for families with young children and engage with professionals across the Early Childhood, Health and Community Services sector to promote the benefits of Playgrouping for all families. We also employ an additional team of part time staff with a diverse range of skills and experience to facilitate and support the day to day activities of more than 75 Supported Playgroups, PlayPLUS, MyTime and PlayConnect groups across NSW.

Playgroup NSW receives ongoing funding from both State and Federal Governments, as well as membership fees and sponsorships and has an annual turnover of more than \$2,800,000.

REPORTING RELATIONSHIPS

This position reports directly to the Chief Executive Officer.

DUTIES and ESSENTIAL JOB FUNCTIONS

- Internal and external relationship building and maintenance
- Internal systems and processes maintenance
- Support of the CEO in her role as Public Officer, contributing to Playgroup NSW's compliance with the Incorporated Associations Act
- Meeting arrangement, preparation and follow up
- Ensure the effective operation of the CEOs work environment through screening, prioritisation and assistance with tasks and appropriate research.
- Manage the secretariat functions for the PGNSW Board of Management
- Assist the CEO and Management Team to achieve the strategic goals for the organisation



KEY DUTIES AND RESPONSIBILITIES

1. Coordinate and manage the daily functions of the CEO's office including maintenance of diaries, arrangements of meetings, receive visitors and make travel arrangements.
Frequency: Daily
2. Contribute to the capacity of the CEO and Management Team, to ensure commitments are met or dealt with appropriately and in a timely manner and that the CEO is informed and organised for all meetings and events.
Frequency: Daily
3. Establish, operate and review effective administrative systems and operational procedures for the CEO and Management Team, especially in regard to records management and inter-office communications.
Frequency: Daily
4. Provide support to the meetings of the Board and Management Team and any Committees of the Board, including the preparation of agendas and papers for the meetings, recording minutes, undertaking follow up actions from meetings and maintenance of records.
Frequency: Fortnightly or monthly cycles
5. Perform executive secretarial work, including preparation of non-routine correspondence, business papers, submissions and applications for funding and sponsorship.
Frequency: Weekly
6. Ensure a high level of computer skills are applied in word processing, desktop publishing, spreadsheets, PowerPoint and database development and maintenance, ensuring work produced is professionally presented and of the highest quality.
Frequency: Daily
8. Ensure the efficient management of the budgets for the Office of the CEO and the Board and ensure resource levels are adequately provided.
Frequency: Monthly
9. Contribute to the preparation and implementation of annual budgets in consultation with Senior Managers and the Chief Executive Officer
Frequency: Annually
10. Maintain a contact and a contract reporting database ensuring these are kept up to date.
Frequency: Weekly
10. Maintain good relationships with government, elected representatives and senior bureaucrats
Frequency: As required
11. Work as part of a team with other head office staff to assist with welcoming visitors, supporting head office events and answering phones.
Frequency: Daily
12. Prepare and manage the organisation's AGM, in collaboration with the Communications and Marketing Team.
Frequency: Annually



13. Prepare Board member kits in conjunction with the CEO.
Frequency: As required
14. Prepare new Board member induction packages and review and update with the CEO.
Frequency: As required
15. Coordinate events involving the Board members.
Frequency: As required
16. Under broad direction, research and provide advice and coordination for special projects and operational procedures.
Frequency: Weekly and as required
17. Perform other duties as required that are consistent with the classification and nature of the position.
Frequency: As required

SKILLS AND KNOWLEDGE REQUIRED

Qualifications, Experience and/or Training

Tertiary qualifications and/or considerable experience in administration, business studies and/or secretarial training is mandatory

Relevant experience and demonstrated competence in office administration, information technology and business writing.

Highly developed computer application skills including: operation of Windows based system – word processing, spreadsheets, PowerPoint, development and use of databases, ability to learn and train others on new software packages

Computer / keyboard competence of at least 50 wpm.

A demonstrated ability and affinity to work within a multi-disciplinary team to achieve program objectives and organisational goals

Key Competencies

Teamwork: Demonstrates a team orientation and spirit to build and maintain cooperative and productive relationships. Observes appropriate reporting structure.

Oral, written communication: Understood when communicating orally. Listens actively and encourages further communication. Writes with professional flair, with a clear purpose using appropriate language.

Initiative: Demonstrates self reliance and resourcefulness, is pro-active, and anticipates developments. Does more than is specifically required.

Dependability: Can be relied upon to meet deadlines. Consistently punctual and regular in attendance. Effectively follows up on assignments. Fulfils all commitments.

Flexibility: Appropriately changes approaches to situations to achieve a desired result.



Empathy: Recognises and responds appropriately to the needs and feelings of others, particularly families who are marginalised.

Social Justice: A commitment to the principles of social justice, access and equity for disadvantaged families and people with disabilities

SELECTION CRITERIA *(please be sure to address each of these 16 criteria in your application)*

Essential

- SC1 Tertiary qualifications and/or considerable experience in administration, business studies and/or secretarial training
- SC2 Relevant experience and demonstrated competence in office administration
- SC3 Relevant experience and high level competence in the use of information technology and web-based systems
- SC4 Highly developed computer application skills including operation of a Windows based system – word processing, spreadsheets, PowerPoint, development and use of databases, ability to learn and train others on new software packages
- SC5 Computer / keyboard competence of at least 50 wpm.
- SC6 Excellent interpersonal skills and ability to communicate with stakeholders from varying social contexts.
- SC7 Experience in report writing and the preparation of other business documents and publications for a variety of audiences and purposes
- SC8 Demonstrated ability to work with limited supervision, initiative and self-motivation.
- SC9 Demonstrated ability to plan, undertake, monitor and report against budgets

Desirable

- SC10 Demonstrated ability to collaborate with / supervise a small team of staff and/or volunteers
- SC11 Previous substantial experience in an Executive Assistant / PA role
- SC12 Previous experience in minute-taking and Board papers preparation
- SC13 Demonstrated skill in the use of Shorthand and/or Dictaphone
- SC14 Previous experience in diary management and travel coordination for senior executives
- SC15 Experience in working with a community-based not for profit organisation
- SC16 Current Driver's Licence

REQUIRED LICENSES/CERTIFICATIONS

Approved status for working with Vulnerable Persons under the NSW Working with Children Check

NB: Prohibited Persons Declaration is required prior to employment in the role

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is primarily sedentary in nature, no special demands are required.



CONDITIONS OF EMPLOYMENT

- Use of a personal vehicle for approved business purposes, except travel to and from the principal place of work and home, will be reimbursed at the rate contained in Playgroup NSW's formal written policy.
- Infrequent intrastate and interstate travel may be required and associated expenses will be reimbursed
- Some after hours and weekend work will be required on an irregular and infrequent basis. Time in lieu will be provided for this in line with Playgroup NSW flexi hours policy.
- Duties and responsibilities are regularly reviewed in accordance with the changing needs of the association and community needs.
- This position is offered on an initial 2 year contract, with continuation after that date subject to satisfactory performance and the staffing needs of the Association.
- Projects will vary according to funding and duration.
- A full time position at Playgroup NSW is 37.5 hours per week. All pro-rata leave conditions are calculated from that basis.
- This position is offered as a part time position of 25 hours per week over 5 days
- Annual Leave - twenty days per annum pro rata (majority to be taken during December/January office shut down period)
- Personal leave – after three months of service – 10 days per annum pro-rata cumulative
- Superannuation and Long Service Leave – as per Federal Government guidelines
- Probationary period of three months
- Position is subject to satisfactory performance review with 12 monthly reviews.
- Termination – during the probationary period two weeks notice is required by either party (unless misconduct is involved).
- Termination – after the probationary period, one months notice is required by either party (unless misconduct is involved).

WORKING FOR PLAYGROUP NSW INC.

Playgroup NSW Inc. is a not-for-profit community organisation with a long history of serving young children and their families. As such we pride ourselves on being a very family friendly organisation and welcome applications from experienced professionals who may be considering returning to work after child rearing or those with ongoing family commitments.

We can provide flexible working arrangements for the right person, with an understanding that our teamwork approach is an important feature of working in our organisation.

Indigenous Australians and/or those from culturally and linguistically diverse backgrounds are encouraged to apply and will be welcomed into our diverse and knowledgeable team.



Ours is a small and friendly office with a strong customer focus and an overarching ethos of continuous improvement and support for individual, professional and organisational growth.

We look forward to working with you!

I have read the above Position Description and Conditions of Employment and accept them.

Employee Name:

Signature:

Date:

Employment confirmed by Chief Executive Officer (or her delegate)

Name: Deborah Ryan

Signature:

Date:

