

## Position Description

Position Title	Executive Assistant to the CEO
Position Number	30100098
Division	Office of the CEO
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 4
Classification Code	HS4
Reports to	Chief Executive Officer
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>
Mandatory Requirements	<ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul>

### Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

### Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

### Our Values

**PASSIONATE** – We are passionate about doing our best – for our patients, our colleagues and our community.

**ACCOUNTABLE** – We take ownership of our actions and outcomes, always striving for integrity and improvement.

**CARING** – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

**TRUSTWORTHY** - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

## The Position

This Executive Assistant provides a high level of executive support, including administrative and secretarial support, to the Chief Executive Officer. The role manages the Office of the CEO and all related responsibilities.

The Executive Assistant is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders, to facilitate the exchange of information between other Chief's.

## Responsibilities and Accountabilities

- Develop and manage systems to ensure that commitments of the Office of the Chief Executive are effectively and reliably carried out.
- Coordinate the preparation of briefing materials for the Chief Executive, the Executive Team and the Board of Directors where required.
- Assist with the Management of the Chief Executive's work schedule and commitments; screen incoming telephone calls, correspondence, emails and visitors and initiate action where appropriate
- Organise meetings for the Chief Executive Officer, including preparation/distribution of agendas and papers, room bookings etc. as required.
- Provide professional leadership and direction to each of the Executive Assistants and ensure coordination of effort and consistent work practices across each of the Executive Assistant's portfolios.
- Attend meetings at the request of the Chief Executive Officer to record minutes and/or provide other assistance e.g. Executive Team, Board of Directors.
- Work collaboratively with senior management including Corporate Affairs, to co-ordinate public relations issues and events.
- Ensure decisions and actions from meetings are communicated to appropriate people in a timely manner.
- Manage and provide direct supervision for subordinate staff
- Liaise with senior personnel from within and outside the organisation on sensitive and confidential matters
- Organise functions as required
- Support and promote the Bendigo Health's vision and values

## Essential

1. Demonstrated experience providing high level administrative and executive support to executive management, including the development and management of office systems and procedures.
2. Exceptional organisational skills, including the ability to coordinate tasks to achieve outcomes, manage competing priorities, meet tight deadlines, work under limited direction and to take initiative.
3. Demonstrated experience dealing with complex, confidential and sensitive issues with a high level of discretion and judgement with a sound appreciation of the principles of confidentiality.

4. Well developed communication skills with the ability to gain the cooperation of staff and managers and appropriate experience preparing reports, correspondence and minutes.
5. Highly developed computer skills; including sound knowledge of Microsoft products including Word, PowerPoint, Excel and Outlook
6. Experience working in a large, complex organisation
7. Ability to work as part of a team, as well as independently

### **Desirable**

8. Previous experience providing supervision and operational oversight

## **Generic Responsibilities**

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time*