

Position Description

Job title:	Executive Assistant to CEO
Location:	Level 1, 517 Flinders Lane, Melbourne, VIC, 3000
Hours:	TBC, there is some flexibility with this role. To be discussed on application.
Reports to:	CEO

Overview of GESA

The Gastroenterological Society of Australia (GESA) sets, promotes and continuously improves the standards of practice, training and research in gastroenterology and hepatology in Australia. GESA is the chief advocacy group for the healthcare professionals and scientists working in this field. GESA's strategic priority is to advance the science and practice of gastroenterology in Australia. GESA strives for the highest standards in research, education and training, quality patient care and clinical practice, communications, and advocacy in the field of gastroenterology and hepatology. GESA's strategic priority areas include:

- **ADVOCACY:** Advocate on behalf of our community and membership to achieve optimal health and research outcomes. This includes providing national leadership.
- **EDUCATION:** Provide and facilitate evidence-based training, clinical standards, education and assessment programs which promote world-class scientific knowledge and clinical practice.
- **RESEARCH:** Foster a culture of enquiry and support basic and clinical research in gastroenterology and hepatology.
- **FELLOWSHIP and COLLEGIALLY:** Promote a culture of collegiality and service. This includes a welcoming environment, united professionals and recognition of the contribution of members and others.
- **GOVERNANCE:** Adherence to the highest standards of clinical and corporate governance. Including a focus on financial sustainability, risk management and legislative compliance.

Our Values

The core values of the organisation underpin everything we do. In representing GESA, we expect all employees to role model the following:

- **SERVICE:** Serve our stakeholders and relevant organisations by providing access to research, education, quality standards, communication and advocacy in the fields of gastroenterology and hepatology.
- **INTEGRITY:** Be open, honest, just, reasonable, respectful and ethical in our relationships.
- **EXCELLENCE:** Be accountable for achieving the best health outcomes for the Australian community.

Position Summary

Working with a small team, your primary responsibility will be to provide a wide range of effective and efficient high-level executive support to a busy CEO who is responsible for the strategic leadership and oversight of GESA's operations. This entails administrative support for all documentation required for Board, Committees and other special interest group meetings. Other duties include working in with your colleagues to answer the office phone (not a busy switch), assisting with member inquiries, general administration, resource co-ordination and assisting with other projects as required. The role is pivotal in supporting the CEO and Board in fulfilling their governance responsibilities.

Key Responsibilities

Key Areas	Main Priorities
<p>Service delivery and Quality standards</p>	<p>EA to CEO</p> <ul style="list-style-type: none"> • Provide confidential and professional administrative support to the CEO • Manage CEOs diary, travel, logistics and accommodation requirements • Collate documents, reports and information required for all meetings • Draft agendas in consultation with the Chair, prepare meeting papers, track action items and take detailed minutes for board, committee and other meetings • Take accurate meeting minutes, distribute agendas and minutes • Write complex documents and prepare documents for the CEO in accordance with standardised templates, style and branding guidelines • Proofread, edit and format all written documentation to a high standard, prepare high quality papers free from errors and inconsistencies within strict timelines • Proactively manage and prioritise various tasks simultaneously • Re-prioritise tasks based on the changing needs of the CEO and/or organisation • Handle confidential information and documentation in a secure and discrete manner • Maintain, CRM, office management and filing systems for the CEO • Ensure efficient business systems and administrative functions by maintaining a focus on GESA’s strategic priorities and your role’s goals and objectives • Anticipate next steps, think through project from start to finish and proactively address and action any matter as required • Ensure compliance with relevant Privacy and Work Health and Safety (WHS) legislation and GESA policies and procedures. Protect confidential information and take reasonable care for your own health and safety and that of other persons who may be affected by your conduct. • Proficiently use Microsoft Office Suite, ASANA and Adobe • Proactively comply with direction from the CEO, manage a variety of different projects and assist the CEO with projects as required • Work and use all GESA resources in line with organisational policies and procedures
<p>Communication</p>	<ul style="list-style-type: none"> • Assist CEO with implementing strategies, content and collateral for all PR/communication projects, programs and activities, such as Board and Committee Ballots, media releases and position statements • Produce/design and distribute stakeholder and member publications i.e. Annual Report and communications i.e. newsletters and electronic mass communication • Maintain GESA website i.e. updates/CMS and design/functionality improvements • Maintain communications, media library of collateral, branding and other templates

<p>Accountability</p>	<ul style="list-style-type: none"> • Ensure business continuity by proactively complying with direction from Business Director, working collaboratively, providing support and assisting others as required • Effectively utilise GESA resources in line with organisational policies • Proactively support GESA’s vision and mission <ul style="list-style-type: none"> ○ <u>vision</u> of excellence in research and the practice of gastroenterology & hepatology ○ <u>mission</u> - optimise the prevention and treatment of gastrointestinal and liver disease through promotion, quality, research, education and advocacy
<p>People and culture</p>	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with CEO, Board, colleagues, faculties, collaborating organisations and committees to achieve the best possible health outcomes for the Australian community • Develop excellent understanding of the Australian Health system and connections with other relevant and collaborating organisations and stakeholders • Act in accordance with GESA’s ‘Code of Conduct’ • Contribute to positive team culture by keeping a positive can-do attitude, working collaboratively and in a professional manner to achieve optimum outcomes for GESA. This includes assisting colleagues as required to achieve theirs and GESA goals .
<p>Internal and external stakeholders</p>	<ul style="list-style-type: none"> • Internal: GESA Board, team and consultants • External stakeholders include, GESA Council, GESA Faculties and Committees, Conjoint Committee, gastroenterologists, hospital support staff, GESA members, external health organisations, government bodies, industry partners and marketing departments, suppliers and providers i.e. graphic designers and web providers.
<p>Selection Criteria</p>	
<p>Essential Criteria</p> <p><i>Key capabilities</i></p>	<ul style="list-style-type: none"> • Professional integrity – ability to work independently and with sophisticated judgment and professional discretion being ethical and accountable, displaying values of service respectfully and working to high-quality standards when carrying out duties. • Communication - excellent verbal (clear and effective communication), written and strong interpersonal skills with confidence and ability to engage and build relationships with a broad range of all stakeholders. • Technology and document presentation – effectively apply technology to maximise efficiencies, knowledge of MS Office, Adobe PDF, CRMs and Board Portal products. Excellent document presentation skills including writing, editing, proofreading and formatting ensuring the integrity of GESAs records. • Prioritising and planning with attention to detail - strong time management and organisational skills. Able to set clear objectives to successfully perform and prioritise multiple tasks with high-level efficiency and excellent attention to detail to execute and deliver projects within required timeframes. • Problem solving - models and promotes flexible and solution focused approach. Applies logic, judgment and data to address issues and invites collaboration whilst being quality, process improvement and outcome focused. • Initiative – ability to proactively determine work priorities and meet all deadlines with minimal guidance. Anticipate potential issues, addressing them before they arise.

Other Essential Criteria	<ul style="list-style-type: none"> • Tertiary qualification in Business Management or related discipline • Significant demonstrated experience (5+ years) in a similar role or in a senior Governance, Board Secretary or high-level EA role providing Board and Committee support • Proven ability to provide high-level organisational skills and proficiency in a wide range of executive-level administrative skills. • Capacity to work out of usual office hours and travel intra/interstate if required
Desirable Criteria	<ul style="list-style-type: none"> • Completion of company directors' or foundations of directorship course at AICD • Experience working in the Hospital or Medical sector • Experience with ASANA and Adobe Creative Suite
Personal Attributes	<ul style="list-style-type: none"> • Creative and innovative - finds ways to work better and smarter; generates opinions and ideas; and is open to change and alternatives • Conceptual and analytical ability – strategic thinker; uses analytical and conceptual skills to reason through problems • Flexible and adaptable with the ability to accommodate shifting priorities • Professional and resilient and actively participant in professional development

CERTIFICATION	
I am satisfied that this position description accurately describes the requirements of the position.	
CEO Fiona Bailey	Signature Date
I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required by the CEO or the organisation from time to time.	
Occupant/Employee [Full Name]	Signature Date