

POSITION DESCRIPTION

Position:	Personal Assistant to CEO and Board of Governance
Program Area:	Admin
Agency:	Self Help Addiction Resource Centre Inc.
Salary Range and conditions:	This position is permanent part time, salary negotiable on experience and skills. Generous salary packaging offered
Hours:	15.2 hrs per week – two days or as negotiated.
Duration of the position:	12 months with possible extension
Responsible to:	CEO

INTRODUCTION

SHARC – The Self Help Addiction Resource Centre - is a community based service with a unique approach to helping people affected by substance use problems. SHARC combines mutual self-help and social support processes with professional therapeutic approaches to provide services in the field of addictions. SHARC's programs include: residential rehabilitation services for people in recovery; help for families affected by drug use problems; advocacy services for drug treatment service users; and peer workforce development. We have earned a reputation as an innovative and successful service with a commitment to helping people to help themselves.

SHARC is a unique self-help organisation that places a priority on a positive, supportive and productive work environment and people who thrive in this kind of atmosphere. Our services *operate* within an empowerment framework which responds to the diverse needs of people who seek our assistance and which maximises their opportunities for self-determination, mutual support and participation.

POSITION OVERVIEW

The Personal Assistant role will involve working closely with the CEO to support and enable the efficient and effective delivery of the CEO duties and responsibilities. This will include working with the SHARC Board of Governance, Executive Management Team, funders and stakeholders. The emphasis of the working environment is one of team work and therefore the position will include participating in a multi-skilled environment.

Specific Duties and Responsibilities:

- Handling CEO correspondence and phone calls
- Managing CEO diary and scheduling meetings and appointments
- Assisting CEO to meet tasks and deadlines
- Preparing, distributing and managing the SHARC Board of Governance meeting schedule, correspondence and board papers. Preparing agenda for leadership meeting and taking and distributing minutes.
- Booking and arranging travel, transport and accommodation
- Participating in a team to organize events and conferences
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Liaising with staff, stakeholders and clients as required
- Other tasks as requested

Key Result Areas:

- Provision of high quality administrative support to the CEO and Board
- Efficient management and maintenance of CEO diary and files (computer and paper).
- Liaison with all stakeholders in a highly professional, warm and respectful manner
- Other administrative and special projects as directed by the CEO.

KEY SELECTION CRITERIA

- Demonstrated efficient experience working in a similar role
- Relevant qualifications
- Proven interpersonal, communication, discretion problem solving and conflict resolution skills with the ability to build effective relationships and liaise with people from diverse backgrounds
- Proven analytical and conceptual skills in applying a proactive approach to decision making and problem solving
- Well-developed written and communication skills.
- High level of word processing and other computer skills across the Microsoft Office Suite

Other requirements:

- A current Victorian driver's license.
- A current National Criminal History check

Other relevant information

An offer of employment will be subject to a 3-month probationary period.

As part of our Employment screening process you will be required to undertake a National Criminal History check. We can only accept applications from Australian citizens and permanent residents.

The successful applicant will be required to provide at least two recent employment referees.

Telephone queries to: Heather Pickard (03) 9573 1700

Applications close: **COB Monday 3rd June 2019** and should be addressed to:

hpickard@sharc.org.au using the subject line: Personal Assistant application.