



PERSONAL ASSISTANT TO THE DIRECTOR **OF** **GOVERNANCE AND HUMAN RESOURCES**

Duty Statement

The role of the Personal Assistant to the Director Governance and Human Resources is to provide administration assistance including but is not limited to: administration associated with the relevant accreditations, maintenance of registers and general human resource administration.

The Personal Assistant to the Director Governance and Human Resources will have the responsibility of being a direct assistant to the Director of Governance and Human Resources, which entails organisation and management of calendars, scheduling meetings and receiving incoming phone calls to assess the importance before being passed on to the director.

The Personal Assistant to the Director Governance and Human Resources will need to be highly motivated, enthusiastic and possess a sound knowledge of Aboriginal culture and society and an ability to communicate effectively with Aboriginal people.

Position Title:	Personal Assistant to the Director of Governance and Human Resources
Responsible to:	Director of Governance and Human Resources
Salary:	Award
Hours:	37.5 Hours per week
Status:	Permanent Full Time

1. Key Duties & Responsibilities:

- 1.1. Direct assistant duties as directed by the Director of Governance and Human Resources including but not limited to: scheduling meetings, following up with phone calls, co-ordination of emails, organising calendars etc.
- 1.2. Develop and coordinate professional development activities across the organisation.
- 1.3. Monitor the human resources audit document, audit on a regular basis and as required and ensure that all staff members are in alignment with the relevant pay points.
- 1.4. Ensure the completion of all relevant administration specific to the completion of organisational accreditation processes.
- 1.5. Monitor all contracts and service agreements including employee contracts aligning with funding agreements. Ensure that this is reported to the Director for action and follow up.



- 1.6. Complete the population of relevant letters to staff including but not limited to: maternity leave, termination and resignation, award adjustments, performance management etc.
- 1.7. During the absence of other Human Resource administration staff, complete recruitment coordination duties as required.
- 1.8. Uptake the role of OH&S Co-ordinator and responsibilities of organization and planning for OH&S committee meetings, admin, fire drills, training of staff, regularly updating OH&S policies and Procedures etc.
- 1.9. As required populate the Board of Director's governance and compliance calendar.
- 1.10. As directed, assist the Continuous Quality Improvement Officer with auditing of relevant areas to ensure that staff and programs are adhering to individual compliance requirements and standards.
- 1.11. Ensure the recording and registering of all complaints and incident reports and follow up as required.
- 1.12. Redevelop forms and procedures as directed.
- 1.13. Populate Duty Statements, contracts and project briefs when directed.
- 1.14. Attend meetings as required and directed by the Director of Governance and Human Resources.
- 1.15. Perform other duties as directed by the Director of Governance and Human Resources as required.

2. Key Selection Criteria:

- 2.1. Proficient typing & other computer skills & a working knowledge of information technology applications
- 2.2. Possession of relevant human resource management qualifications (or willingness to obtain) (Cert iv or Diploma of Human Resource Management/ business or administration)
- 2.3. Possession of previous experience working within the human resource management environment/ Governance or administration.
- 2.4. Have good written & verbal communication skills & the ability to deal effectively with clients, families & members of the public.
- 2.5. Have the ability to communicate effectively with Aboriginal & Non-Aboriginal clients & have a demonstrated knowledge & understanding of Aboriginal culture.



3. Other Relevant Information:

- 3.1. The employee is required to hold a current Victorian driver licence, National Police Certificate, Working with Children Check card, & Driver History report prior to employment unless discussed & agreed to by the BADAC Executive.
 - 3.1.1. Current Victorian drivers licence (except for special circumstances as discussed and agreed to with the Executive).
 - 3.1.2. National Police Check (Every 3 years)
 - 3.1.3. Employee Current Working with Children Check card as per Expiry date.
 - 3.1.4. Driver History Report (annually)
- 3.2. It will be a requirement to actively participate in general staff meetings & any other relevant forums, including staff development sessions.
- 3.3. BADAC is committed to the ongoing Professional Development of all its employees & encourages them to attend educational activities that will enhance the employee's ability to perform their tasks.
- 3.4. The employee will be required to sign a confidentiality agreement at commencement of employment.

I, the undersigned employee, understand & agree to perform the duties & responsibilities set out in this duty statement.

Employee

Signature: _____ Name: _____

Director

Signature: _____ Name: _____

**Chief Executive
Officer**

Signature: _____ Name: _____

Date: _____