



POSITION DESCRIPTION

EXECUTIVE SUPPORT OFFICER

Responsible to	Chief Executive Officer
Hours	1 FTE
Salary Range	As per letter of contract
Location	HIMAA National Office, North Ryde, NSW
Functional relationships with	Chief Executive Officer, President of HIMAA, HIMAA Board and Committees, Special Interest Groups, Representatives and External Stakeholders.
Overall objective	<p>Provide executive support for the Chief Executive Officer of HIMAA, and for the President of the Association</p> <p>Provide secretariat support for the HIMAA Board, its Committees and Sub-Committees, for Special Interest Groups, Branch Presidents and Network Convenors, and HIMAA Representatives on external groups</p> <p>Coordinate the HIMAA national annual general meetings, and other general meetings of the membership</p> <p>Develop and maintain an active program of stakeholder engagement with the CEO</p>
Essential selection criteria	<p>High level administrative and organisational skills</p> <p>Effective communication skills with clear writing style</p> <p>Sound negotiation and customer service skills</p> <p>Ability to prioritise workload and able to work on a varied range of tasks</p> <p>Excellent time management</p> <p>High proficiency in all Microsoft 365 applications including Word, Excel, PowerPoint and Teams</p> <p>Ability to work alone but also effectively within a team</p>

Attention to detail

Experience in secretarial or executive support functions will be highly regarded.

Desirable criteria

Formal qualification in business, office administration or similar

Technology savvy

Experience in not-for-profit associations

Experience in the health sector and of health information management

Project management skills and experience

Responsibilities

CEO Executive Support

Provide executive support for the CEO, including the:

- maintenance of a diary of CEO activities (including daily reminders)
- arrangement of CEO meetings
- arrangement of travel and accommodation for CEO, HIMAA Board and Committee Chairs, and HIMAA staff as required
- develop and maintain annual schedules of Board and Committee meetings for the CEO
- development and management of an active stakeholder engagement plan with supporting database
- preparation of presentations
- general office management support as directed.

- First point of contact and follow up for CEO with external customers/business contacts, ensuring a high level of confidentiality and customer service is provided to both internal and external parties

HIMAA Board Secretariat

In consultation with the CEO, provide executive support for the HIMAA Board roles of President, Senior Vice President, Vice President and Treasurer as required.

Prepare and distribute HIMAA Board minutes, agendas and business papers in accordance with agreed timeframes.