



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.

Attend meetings and record minutes for HIMAA's Company Secretary.

Liaise with CEO, Chair and others to ensure business arising is actioned.

Coordinate arrangements for meetings (e.g. venue, access, minute-taking, catering, teleconferencing)

Maintain appropriate records of minutes, business arising and correspondence.

Maintain a register of decisions endorsed by the Board, and an active list of actions arising from Board meetings.

Track and provide reports on strategic plan and business plan initiatives and interdependencies as required.

Draft and manage correspondence on behalf of the Chair and Board.

Coordinate the administration of the HIMAA Annual General Meetings and elections, Extraordinary General Meetings and votes, as required.

Coordinate arrangements for other Board activity as required.

HIMAA Committees, Representatives and Special Interest Groups

Provide secretariat support as required for the Board's:

- Finance, Audit, and Risk Management Committee
- Education Committee and its Sub-Committees
- Conference Committee
- Clinical Coding Advisory Committee
- Editorial Board
- Research Advisory Committee
- Branch President and Convenors Teleconference
- Other committees, working parties, special interest groups and working groups as required.

Receive and respond to requests for HIMAA representatives on external committees and organisations.

With the Membership Officer, develop and maintain a register of HIMAA Members with specific expertise, in order to facilitate effective identification of representatives.

Maintain a register of HIMAA Representatives and work with the CEO to network them and support their reporting to the HIMAA Board, and the membership

Maintain a register of HIMAA Special Interest Groups (SIGs) and with the CEO support members in the development of new SIGs

Obtain reports from Committees, SIGS and representatives as scheduled by the HIMAA Board, particularly for the Annual Report

Coordinate the compilation, scheduling and publication of HIMAA's annual report.

General

Contribute to the general well-being and teamwork of HIMAA staff

Practice work health and safety

Practice access and equity to all staff

Undertake other duties as required by the CEO.

**Performance
criteria**

Competent fulfilment of the responsibilities of the position

Efficiency of delivery of key responsibilities

Satisfaction of HIMAA Board, Committee Chairs and Network/SIG Convenors and Representatives with effectiveness and efficiency of service delivery

Membership feedback on the quality of executive reporting and correspondence

General satisfaction of external and internal clients with level of customer service and quality of communication

Observation of OH&S requirements

Practice access and equity in all tasks

Demonstrated commitment to the vision, mission and objectives of HIMAA