



POSITION DESCRIPTION

Title:	Executive Assistant
Position:	Permanent Full-time, Level 4
Reports To:	General Manager
Date Revised:	October 2011

OUR ORGANISATION

The Australian and New Zealand Intensive Care Society is the leading advocate on all intensive care related matters. ANZICS leads the world in intensive care research through its Clinical Trials Group and patient databases, including the Adult Patient Database, the Paediatric Intensive Care Registry and the Critical Care Resources Registry. The Society is devoted to all aspects of intensive care medical practice through ongoing professional education, the provision of leadership in medical settings, clinical research and analysis of critical care resources.

POSITION SUMMARY

The Executive Assistant is responsible for providing high level executive, secretarial and administrative support to the General Manager, Executive, Board and Committees.

DUTIES AND RESPONSIBILITIES

- Provide a range of high level confidential support functions to the General Manager, including arranging and scheduling meetings, screening telephone calls, travel and accommodation arrangements and ensuring correspondence, emails and enquiries are dealt with promptly and efficiently
- Plan, coordinate and provide high-level secretariat support for the Board, Executive and Committee meetings, including scheduling, arranging resources, venues and catering, production of agendas, collation of papers, minute-taking and dissemination
- Produce high quality written communication, including minutes, reports, newsletters and general correspondence to support General Managers day to day activities
- Maintain filing, record and reporting systems
- Perform other duties consistent with the level of this position

SELECTION CRITERIA

Essential

1. A relevant tertiary degree or an equivalent combination of relevant experience and/or education/training in an administrative role
2. Excellent communication skills
3. Relevant experience in providing minute secretary support to committees
4. Excellent organisational skills with the capacity to independently prioritise tasks and manage time effectively to meet deadlines, and the ability to managed varied and conflicting demands to meet agreed standards and timelines
5. Proven ability to work well in a multidisciplinary team and to liaise effectively with team members at all levels
6. Experience in database management and website development, or ability to learn web skills including ability to maintain an internal web site
7. Demonstrated proficiency with the Microsoft Office suite

CONDITIONS OF EMPLOYMENT

Remuneration

An attractive package comprising salary commensurate with responsibilities of the position and level of experience, 9% superannuation contribution to the provider of choice, 5 weeks annual leave and sick leave.

Hours of work

The position is offered on a permanent full-time basis (38 hours per week).

Work Location

Location will be at ANZICS House in Carlton. Occasional interstate travel may be required.

Performance and Development Review

The Executive Assistant is expected to participate in performance planning and annual review with the General Manager that will occur in the context of the overall work plans.

Confidentiality/ non disclosure Agreement

All ANZICS employees are bound by our Confidentiality Agreement which has been designed to protect sensitive technical or patient information from disclosure to others. Should the information be revealed to other individual/organisations, ANZICS can claim a breach of contract. The commitment to maintain confidentiality extends beyond the term of the appointment.