

Stopping Family Violence (Inc.)

Position Description



Position details

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| Position | Executive Assistant |
| Position Type | Temporary Part Time – working 22.5 hours per week until September 30 2017 |
| Award | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Remuneration | TBC in line with qualifications and experience |
| Direct Reports | Nil |
| Reporting To | Chairman, Stopping Family Violence |
| Location | Curtin University, Bentley WA |

Position Purpose

The executive assistant provides a high level administrative and project support to the Executive Team while engaging with internal and external stakeholders to support the achievement of organisational plans.

Stopping Family Violence

Stopping Family Violence (SFV) is a new not for profit which was established in Western Australia to drive forward the agenda of perpetrator response and grow the evidence base that supports this work.

The purpose of the organisation is to work in partnership with women and children's services, policy makers and researchers to provide leadership in the area of family and domestic violence perpetrator response. Through collaborations with key stakeholders SFV will facilitate activities such as advocacy, workforce development, research and program development.

Stopping Family Violence has been created as an independent body in WA to work with program providers, government, victim and children's services, and research and training bodies around perpetrator response and intervention.

In order to remain independent SFV will not engage in service deliver that puts it in direct competition with members of the network. Instead SFV will focus its efforts on developing the skills, knowledge and evidence base of the sector through research and pilot activities.

Stopping Family Violence is proud to be working in partnership with Curtin University School of OT and Social Work and the Women's Council of WA to help us deliver on our purpose.

Key responsibilities

The following statement of responsibilities are indicative and need to be understood within the context of Stopping Family Violence being a dynamic environment where change is the norm. As SFV is a new organisation, established August 2016, and we are still building our foundations we are looking to employ someone who understands the need for flexibility in employment relationships and responsibilities.

Key responsibilities of the role are

- Draft and prepare reports, presentations, correspondence and other executive documentation
- Calendar coordination and scheduling of meetings with internal and external stakeholders
- Prepare agendas and papers for various meetings
- Attend meetings to take minutes
- Develop and maintain a physical and electronic filing and reporting system
- Coordinate travel arrangements
- Provide general administrative assistance to the SFV team
- Assist with development of policies, procedures and processes
- Reconcile credit card purchases
- Support the engagement of 3rd parties such as accountants and auditors
- Perform other duties as directed and within scope of the position and classification

Selection Criteria

- High level of computing skills including use of the Microsoft programs Word, Excel, Outlook and PowerPoint
- Well-developed interpersonal, written and verbal communication skills with a high level of attention to detail
- Demonstrated ability to communicate, negotiate and build constructive working relationships with staff and stakeholders at all levels
- High level of discretion and ability to maintain strict confidentiality
- Excellent organisational and administrative skills in executive support or a similar environment, including the ability to prioritise, plan and organise tasks to achieve desired results while working under pressure
- Strong research and analytical skills