



**Executive Assistant  
(Aboriginal Identified Position)  
Full Time**

**Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW),  
Australian Aboriginality is a genuine occupational qualification for this position**

**Closing Date is 5pm Monday, 26 March 2018**

**Thank you for applying for the above position.**

**The Organisation**

Galambila Aboriginal Corporation is an Aboriginal Community Controlled Health Service located in Coffs Harbour, NSW. As a leading provider of high quality, culturally appropriate, comprehensive primary health and related care services, Galambila serves the Aboriginal communities of Coffs Harbour, Urunga, Bellingen and Woolgoolga.

**Important Information**

Galambila is an equal opportunity employer and all appointments to vacancies are based on merit. Women and people with disabilities are encouraged to apply. Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent. Applicants must be Australian citizens or permanent residents or have legal entitlement to work in Australia.

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.

**Salary**

Galambila offers the following attractive salary package for the position of Executive Assistant

- Commencement Salary \$51,279 per annum
- Benefits include 11% superannuation, additional leave provisions, generous training and development opportunities, Employee Assistance program and salary sacrifice (up to \$31,177 p/a)

**How to apply**

To apply for this role you will need to provide:

- A completed Applicant Details Form;
- Your updated Resume;
- A cover letter addressing the Selection Criteria;
- Confirmation of your recognition of Aboriginality by the Aboriginal community.

You can submit your resume directly by email to [HR@Galambila.org.au](mailto:HR@Galambila.org.au) – alternatively please drop in your application to Galambila Aboriginal Health Service, Corner of Harbour Drive and Boambee St, Coffs Harbour.

For further information or inquiries please ring Jane Lennis or Mary Malouf on 02) 6652 0850

Incomplete or late applications may not be considered for interview.  
Applications must be received on or before **5pm Monday, 26 March 2018**

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**Position Applied for**

Executive Assistant

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**Name**

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**Do you identify and are recognised as Aboriginal and / or Torres Strait Islander?**

Yes, Aboriginal    Yes, Torres Strait Islander    Yes, Aboriginal and Torres Strait Islander

No, I don't identify as either Aboriginal or Torres Strait Islander

**Address**

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**Suburb, State and postcode**

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**Contact Number**

**Alternative Contact Number**

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**Email address**

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**How did you hear about this vacancy?**

If other, please detail:



## **Executive Assistant (Aboriginal Identified Position)**

### **Selection Criteria – Executive Assistant**

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent.

#### **Essential**

1. Proven ability to provide secretarial support to Executives;
2. High level communication and interpersonal skills with a client service focus;
3. Experience in writing and editing a range of written communications;
4. Demonstrated ability to be flexible, use own initiative and to be proactive in order to meet deadlines; and
5. High level computer skills with a demonstrated ability to use Microsoft suite of programs such as Word, Publisher, PowerPoint and Web development and design.

#### **Desirable**

1. Experience in supporting teams in identifying and implementing administrative improvements.
2. Experience in the Health Sector

#### **Licence**

1. Current 'C' Class driver's licence is mandatory for this role.

#### **Qualifications**

There are no mandatory qualifications for this position, however, the following qualification (or equivalent) is highly regarded.

- Certificate or Diploma in Business Administration.

#### **Employment Arrangements**

An offer of employment is subject to a six (6) month probationary period. A review of performance will be conducted 3 months after commencing. All staff undertake Annual Performance Agreements and regular reviews.

Reporting lines may change from time to time at Galambila for all staff in accordance with operational requirements.

This appointment is reliant on the successful applicant providing a Confirmation of Aboriginality from an incorporated Aboriginal organisation.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).

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## **Position Description**

Position:	Executive Assistant (Identified position)
Location:	Galambila Aboriginal Health Service – Coffs Harbour
Pay structure:	Galambila AHS General Enterprise Agreement 2017
Classification	4
Hours per week	38
Responsible to	Chief Executive Officer

**Our Values** → Compassionate ↔ Respectful ↔ Empowering ↔ Inclusive

**Our Purpose** → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land

**Our Vision** → Greater choices for our mob to improve health for all stages of life

## **Objectives**

The Executive Assistant will provide professional and confidential administrative, secretarial, research and project support for the Chief Executive Officer of Galambila AHS.

## **Role responsibilities**

1. Provide an efficient, effective and confidential secretarial service with a high level of discretion, maturity, diplomacy and judgement to the Chief Executive Officer including:
  - a. Diary management including arranging appointments and responding to invitations;
  - b. Handling telephone calls and attending to visitors;
  - c. Manage incoming emails and responding on behalf of the CEO as appropriate; and
  - d. Draft and prepare correspondence and update files.
2. Provide general administrative support in the office including:
  - a. Register incoming/outgoing mail;
  - b. Manage vehicle bookings;
  - c. Maintain and order stock including stationery and non-medical consumables;
  - d. Provide meeting support including arranging room / venue bookings, send invitations, distribute agendas and draft minutes as required; and
  - e. Coordinate and manage business travel.
3. Provide communications and public relations support including:
  - a. Assist with the preparation and release of media releases and press statements;
  - b. Update and upload information on the Galambila Website; and
  - c. Assist with the coordination and promotional materials for special day celebrations and Community events.

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4. Provide high level assistance to the CEO including:
  - a. Undertaking research for projects;
  - b. Prepare reports; and
  - c. Prepare, update and deliver powerpoint presentations.
5. Assist and support continuous improvement activities with a particular emphasis on administrative and team improvements.
6. Provide an administrative support to Executive staff and Members of the Galambila Board of Directors as required.
7. Provide administrative support for recruitment activities including:
  - a. Responding to enquiries;
  - b. Registering applications;
  - c. Preparing recruitment files; and
  - d. Assisting with interview arrangements.
8. Undertake the role with respect and cultural relevance for clients, staff, Board members and the community.

### **Workplace responsibilities**

- Work as a team member, seeking support, guidance and direction as required;
- Attend meetings and undertake training as appropriate to the role of Executive Assistant;
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
- Participate in staff performance reviews.

### **Workplace Health and Safety responsibilities**

- Follow defined WH&S and injury management policies and procedures;
- Take reasonable care for the safety of others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;
- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
- Provide input into regular safety inspections for their department.

### **Child Protection Responsibilities**

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
- Attend training in Child Protection as required.

### **Continuous Quality Improvement responsibilities**

- It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
- Each staff members is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

### **Non Smoking Policy**

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



## GALAMBILA PRIVACY AND CONFIDENTIALITY INFORMATION

One of the many rules to which staff must strictly adhere is the rule of professional secrecy and access to confidential information. All Galambila employees must observe a strict code of secrecy in any matters relating to work at Galambila and particularly in relation to information regarding clients/patients.

It is equally important that members of staff do not disclose any health information of clients/patients to any other staff member unless this information is necessary for the provision of care and is exchanged in the course of providing care.

Matters concerning the work of Galambila including information about clients/patients must never be discussed outside of Galambila and each member of staff has a moral and legal obligation to Galambila not to violate the trust placed in them in the handling of sensitive and confidential client and organisation information.

Staff recruited to Galambila are required to sign privacy and confidentiality agreements upon commencement of employment. Breaches of privacy and confidentiality are treated with the utmost seriousness and may result in disciplinary action up to and including termination of employment.

## DOCUMENTARY IDENTIFICATION REQUIRED

Successful applicants are required to provide original identifying documentation as per the 100 point ID check for a Criminal Record Check. A current Working with Children Check Number is also required.

Identifying documents include:

Birth Certificate	70 points	Please bring one of these
Passport	70 points	
Driver's Licence	40 points	
Medicare Card	25 points	
Credit/Debit Card	25 points	
Utilities account (electricity)	25 points	

Note that it is the applicant's responsibility to ensure that documents produced equal 100 points or more when combined.

Applicants applying for Aboriginal designated positions must also provide a Confirmation of Aboriginality from an incorporated Aboriginal organisation.