

## Position Description

Position Title	Executive Officer/Board Governance Officer
Business Unit	Office of the CEO
Industrial Instrument	THC Hospital Employee Agreement
Level	Level 7 - 8
Location	<input checked="" type="checkbox"/> THC Office: Rokeby, Hobart. <input checked="" type="checkbox"/> THC Mind Hub: Collins Street, Hobart. <input type="checkbox"/> Work From Home office.
Hours per fortnight	<input checked="" type="checkbox"/> Full Time: 1.0 FTE (75 hours per fortnight) <input checked="" type="checkbox"/> Part Time: by negotiation
Reports To (Line Manager)	Chief Executive Officer
Delegations Level	As Per Delegation Policy

## About The Hobart Clinic

The Hobart Clinic Association Limited (trading as The Hobart Clinic [THC]) is a Not-For-Profit Company Limited by Guarantee, registered with the Australian Charities and Not-for-profits Commission (ACNC) which is the national regulator of charities. We acknowledge people with lived experience, as well as their carers. We recognise their strength, courage and unique perspective as a vital contribution to our service; to learn, grow and achieve better outcomes together.

Our Purpose is to provide mental health and wellbeing services for consumers, families and in the community in recognition that mental health and wellbeing (like physical health and wellbeing) is something that affects us all.

At the heart of The Hobart Clinic are our Values which drive everything we do.

### **INSPIRED**

We're passionate about inspiring the best in everyone we connect with.

### **TEAMWORK**

We build open, honest and purposeful relationships.

### **GROWTH MINDSET**

We collaborate with the intent to learn, develop & enable the learning journey for all.

### **BRAVE**

We commit to finding solution for our clients and colleagues regardless of the difficulty.

Building on these values is our brand promise of a commitment to promote hope, wellbeing and autonomy in recovery. Together, our values, purpose and brand promise form the basis of our success as a leader in the provision of mental health and wellbeing services.

## Primary Purpose of the Role

The primary purpose of the Executive Officer role is to provide high-level executive support and administrative assistance to The Hobart Clinic's Board, Board Committees, Chief Executive Officer and Executive Team.

## Key Responsibilities of the Role

The Executive Officer role has two key areas of work:

### 1. Provide secretariate function to The Hobart Clinic Board, and various Committees.

Under the guidance of the CEO or relevant members of the Executive Team assigned to support each committee, undertake the following:

- Coordinate The Hobart Clinic's annual Board/Committee meeting schedule;
- Support the CEO and Executive Team to meet all task deadlines as per the Board Task Schedule;
- Maintain venue/room bookings and video conferencing links for Board/Committee meetings and trouble shoot technology issues as required;
- Maintain accurate document records in The Hobart Clinic Board/Committee portals;
- Prepare Board/Committee agenda documents and meeting papers;
- Set up and pack down of meeting venue;
- Take meeting minutes and undertake various revisions as required until documents are ready for approval to be tabled at the next meeting;
- Publish meeting agendas, minutes and papers once approved for distribution;
- Support meeting participants re meeting logistics and access to meeting documents;
- Draft meeting minutes and undertake revisions as required until ready for approval;
- Update Board/committee Action Logs as required; and
- Other tasks as required to support The Hobart Clinic Board and Committees.

### 2. Provide Executive support and administrative assistance to the CEO and Executive Team.

- Assist with setting up meetings, record taking, conveying messages and diary management.
- Edit, proof-read and format documents prepared by the CEO and members of the Executive Team in line with THC Brand Guide and document controls.
- Other tasks associated with the implementation of The Hobart Clinic's Strategic Plan as delegated by the CEO and members of the Executive Team.
- Assist the Company Secretary with the preparation of the Annual Information Statement for the ACNC.
- Assist with tasks related to the completion of the annual external audit.
- Assist with tasks related to various internal audits and accreditations.
- Assist with the compilation of information required for The Hobart Clinic's Annual Report.
- Responsibility to maintain THC's Contract register;
- Assist Executive Team with annual team planning and individual performance planning processes;
- Other administrative support tasks as required and by negotiation (for example, travel bookings, collating receipts for corporate debit card reconciliations).

## Key Working Relationships

This role has no supervisory responsibilities.

This role works closely with the following positions:

- Chief Executive Officer;
- Executive Managers;
- Board Directors and committee members.

## Selection Criteria

### Essential Qualifications and Experience

- Tertiary qualifications in a relevant field or equivalent work experience.
- Experience providing secretariate support to governing boards/committees.

### Essential Skills, Knowledge and Capability

- High level written and verbal communication skills.
- High level personal and professional integrity and discretion.
- High level emotional intelligence and capability to work with a range of stakeholders and personalities.
- High level capability with Information Communication Technology, including M365 software applications and video conferencing applications.
- Knowledge of contemporary ethical corporate governance practices.
- Demonstrated capability to take accurate meeting minutes.
- Demonstrated capability to follow documented meeting processes and procedures.
- Demonstrated capability to work independently with limited supervision.
- Demonstrated capability to meet deadlines and manage competing priorities.

### Desirable

- Completion of professional development courses or qualifications in Board minute taking and/or corporate governance.
- Previous experience in Executive Assistant level roles.
- Previous experience working with senior management and executives.
- Experience working in the Not-For-Profit sector.

## Other Requirements of Working at The Hobart Clinic

- Be eligible to work in Australia (Australian Citizen; permanent resident, or relevant visa holder).
- Current National Criminal History Record Check (National Police Check).
- Current Tasmanian Working with Vulnerable People Check.
- Commitment to and compliance with The Hobart Clinic Policies and Procedures.
- Demonstrated understanding of cultural safety and ability to work with Aboriginal People, and people from culturally and linguistically diverse communities.
- Demonstrated understanding of harm minimisation principles and empathy for vulnerable people.
- Maintain confidentiality and adhere to the National Privacy Principles in relation to all client-related information that you may come into contact with whilst working with The Hobart Clinic.
- Willing to participate in performance planning, performance reviews, professional development.
- Willing to participate in whole of organisations activities (Working Groups, etc.).

## Code of Conduct

The Hobart Clinic endeavours to create a positive workplace environment in which team members can realise their full potential. In return, the Executive Officer is expected to make contributions that positively impact our clients and provide best practice when undertaking their duties.

This includes:

- Conduct to the highest degree of ethics and integrity;
- Appreciate diversity in the workplace and treating everyone with respect;
- Creative thinking and openness to new challenges and change;
- Open and honest communication, and
- High standard of professionalism and confidentiality.

## Work Health and Safety

All team members are required to take reasonable care of their own health and safety, and that of others in the workplace, and ensure that their actions or omissions do not affect the health and safety of themselves or others in the work environment, and comply with all health and safety legislative requirements, policies and procedures as amended from time-to-time.

## Document Acceptance

No position description can fully capture all the requirements of a role, and therefore some flexibility is required to fully understand the role which may require other tasks not described in this document from time to time. Position Descriptions can also evolve and change over time, The Hobart Clinic will revise and amend position descriptions as required.

I have read and understand the information contained in this Position Description document.

I acknowledge this document is not intended to constitute a complete list of my duties and understand that I may be required to carry out other duties consistent with the primary purpose of this role and other tasks as reasonably instructed by management.

Employee Name (Please Print)

Employee Signature

Date (DD/MM/YYYY)

Witness (Please Print)

Witness Signature

Date (DD/MM/YYYY)

Version	Author	Amendments	Approved By	Name of Approver	Date
V1.1	P&C	Update in line with approved template.	CEO	Kath Skinner	02/01/2024
V1.2	P&C	Minor amendments	CEO	Kath Skinner	04/01/2024