

EMPLOYEE JOB DESCRIPTION

Executive Assistant

23 Callanan Road Yarrowonga NT 0830

Po Box 347 Palmerston NT 0831

Ph: 0889350100 | Fax: 0889350181

Email: Info@yillihousing.com.au

Web: yillihousing.com.au



This form should contain a list of the duties and responsibilities associated with the role of an employee. It can be updated to reflect the needs of the organisation, provided that all parties (the employee, his/ her supervisor and the CEO) agree and sign the new form.

JOB DESCRIPTION			
Job Title	Executive Assistant	Industrial Instrument	SCHADS Award, Level 6
Reports to	Chief Executive Officer	Direct Reports	Nil

OUR VISION

Thriving and empowered Aboriginal and Torres Strait Islander people and communities.

We aim for the time when all Aboriginal and Torres Strait Islander people and the communities in which they live are healthy, happy and thriving. They are fully self-determining with access to a full range of housing and lifestyle choices and opportunities and have the confidence, skills and capability to make the most of these opportunities.

OUR VALUES

We pride ourselves on the way we engage with our clients, communities, partners and each other. Our ways of working, our services and engagement is underpinned by our values and behaviours:

- **Heart and Passion**
- **Culture and Community**
- **Openness and Excellence**
- **Empowerment and Support**

POSITION OBJECTIVE AND RESPONSIBILITIES

The Executive Assistant provides high-level executive and administrative support to the CEO to ensure the smooth and professional operation of the office of the CEO. The role is responsible for managing the CEO's schedule, correspondence, priorities, and key administrative processes, while also supporting governance and corporate record-keeping requirements. This role also acts as the and company secretariat to the Yilli Housing Board of Directors.

The position requires a high level of discretion, sound judgement, confidentiality, and attention to detail. The Executive Assistant plays an important role in supporting communication, coordination, and follow-up across the organisation, and helps ensure that governance and secretariat functions are carried out in line with organisational requirements, ORIC obligations, and the CATSI Act.

AREA	INDICATORS
Executive Support to the CEO	<ul style="list-style-type: none"> ▪ Provide high-level administrative and executive support to the CEO. ▪ Manage the CEO's diary, meetings, appointments, travel, and competing priorities. ▪ Monitor and coordinate the CEO's email, correspondence, and follow-up actions. ▪ Prepare and format letters, emails, reports, agendas, briefing notes, presentations, and other documents on behalf of the CEO. ▪ Screen, prioritise, and respond to incoming enquiries as appropriate. ▪ Support the CEO to track key actions, deadlines, and organisational priorities. ▪ Coordinate logistics for meetings, events, and executive commitments. ▪ Other duties commensurate with skills and experience.
Company Secretariat and Governance Support	<ul style="list-style-type: none"> ▪ Provide company secretariat support to the CEO and Board as required. ▪ Assist with the coordination of Board and committee meetings, including agendas, papers, minutes, action lists, and meeting schedules. ▪ Maintain accurate governance records, registers, and document control systems. ▪ Support the timely preparation and lodgement of governance and statutory documents. ▪ Assist in ensuring governance processes are consistent with ORIC requirements, the CATSI Act, organisational policies, and relevant timelines. ▪ Support follow-up of Board and governance actions as directed by the CEO. ▪ Maintain secure and confidential governance and executive records.
Communication and Liaison	<ul style="list-style-type: none"> ▪ Liaise professionally with Board members, staff, community stakeholders, government contacts, and partner organisations. ▪ Support clear and respectful communication between the CEO's office and the wider organisation. ▪ Assist in following up requests for information, decisions, and actions arising from meetings and correspondence.
Confidentiality and Professional Conduct	<ul style="list-style-type: none"> ▪ Handle highly sensitive, confidential, and culturally sensitive information with discretion and professionalism. ▪ Exercise sound judgement in managing access to information and responding to enquiries. ▪ Maintain a high standard of professionalism, accuracy, and confidentiality in all aspects of the role.

SELECTION CRITERIA

ESSENTIAL

1. Demonstrated experience in an Executive Assistant, senior administration, or similar support role.
2. Strong experience managing executive diaries, emails, correspondence, meetings, and administrative workflows.
3. Demonstrated experience supporting governance, Board, or company secretariat functions.
4. Knowledge of, or ability to quickly learn, ORIC requirements, the CATSI Act, and governance processes relevant to an Aboriginal corporation.
5. Highly developed written communication skills, including preparing professional correspondence, agendas, minutes, reports, and briefing documents.
6. Strong organisational skills with the ability to manage competing priorities, tight deadlines, and a high-volume workload.
7. Proven ability to handle sensitive and confidential information with a high level of discretion and judgement.
8. Strong interpersonal skills and the ability to work effectively with executives, Board members, staff, and external stakeholders.
9. Commitment to working in line with the values and purpose of an Aboriginal community-controlled organisation.

DESIRABLE

1. Experience in Aboriginal housing or the not-for-profit sector in the Northern Territory.
2. Identify as Aboriginal and/or Torres Strait Islander

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT	<input type="checkbox"/> I have read, understood, and accept this position description as part of the terms and conditions of my employment with Yilli Rreung Housing Aboriginal Corporation. I understand that it provides a general outline of the role and may include other duties within my skills and experience to support the organisation's objectives.		
	NAME:	SIGNATURE:	DATE:
HUMAN RESOURCES/ MANAGER	1. Give a signed copy to the employee; 2. Keep a copy in the employee's folder		
	NAME:	SIGNATURE:	DATE:
CEO ACKNOWLEDGEMENT	NAME:	SIGNATURE:	DATE: