

Job Description



OUR ORGANISATION

Skylight Mental Health (Skylight) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based services and programs for people with mental illness, their carers (family and friends) and the community. Skylight programs are delivered utilising “lived experience” of people with mental illness and carers, and according to a psychosocial rehabilitation model and recovery philosophy and practice.

Skylight’s objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. These objectives are pursued through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. Skylight is a member organisation of MIFA (Mental Illness Fellowship Australia, www.mifa.org.au), a national body with branches across states and territories in Australia. For more information about Skylight services and programs go to www.skylight.org.au

OUR VISION, MISSION and VALUES

OUR VISION is a South Australian community which understands mental illness and responds with confidence, respect and hope.

OUR MISSION is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

OUR VALUES: Show Respect, Foster Team, Create Quality, and Embrace Opportunity.

KEY PERFORMANCE AREAS

All Skylight employees are required to meet at least the minimum level of satisfactory performance in the following areas within the context and performance of their positions:

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|---------------------------|--|
| Organisation: | Skylight and our strategic goals, including positive culture, policies, procedures and legislative requirements |
| Program/Work Area: | Program/Work Area tasks & responsibilities |
| Team: | Working relationships within Skylight teams |
| Individual: | Individual performance areas |
| Supervisor: | Working relationship with your direct supervisor |
| Leadership: | Additional responsibilities which apply to Team Leaders, Coordinators, Specialists and Managers who participate in Leadership Group meetings at Skylight |

Job Description



POSITION SUMMARY

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|---------------------------|---------------------|
| TITLE: | Executive Assistant |
| PROGRAM/WORK AREA: | Service Delivery |
| FTE: | 0.6 |
| LOCATION: | Metropolitan |

Under the general direction of the Chief Executive Officer (CEO), the Executive Assistant will work in a diverse and dynamic environment to provide high level organisational, administrative and executive support to the CEO and General Managers towards achievement of Skylight's strategic goals. The Executive Assistant will maintain quality standards and manage confidential and sensitive information.

The Executive Assistant role will also regularly liaise with other internal and external stakeholders, and may provide support to other managers across various programs and work areas within the organisation.

SPECIAL CONDITIONS

The Executive Assistant position will require flexible work hours. Flexible work hours are subject to the needs of the program/work area, as negotiated with the CEO with time off in lieu provided by mutual agreement where additional hours are worked, to maintain an average of allocated hours per week.

DHS Working with Children Check and NDIS Worker Clearance are required prior to appointment. You must hold a Permanent Resident Visa or be an Australian Citizen to apply for this position.

The position is based at Skylight Wayville and may include occasional work at other Skylight metro sites. The Executive Assistant may be required to use their own registered, insured and fully maintained motor vehicle for work purposes and will be compensated for mileage at the Award rate.

Job Description



SEE MENTAL HEALTH DIFFERENTLY

DUTIES

- Provide high level organisational and executive support to the CEO
- Confidentially manage administration of sensitive information, including mail, contracts, and other documents
- Be a first point of contact for all phone, email and individual enquiries to the CEO
- Ensure day-to-day diary management including scheduling of and preparation for meetings, travel arrangements, catering requirements, Board, Risk and Governance Committee and Finance Committee support, etc.
- Lead and coordinate relevant projects, including related project planning, monitoring and reporting.
- Attend meetings, take minutes and arrange timely distribution, as required
- Produce correspondence, memoranda, presentations and reports both of a general and confidential nature, and undertake proof-reading tasks
- Undertake general administrative duties including invoicing, payment reimbursements, filing, data entry and adhoc administrative support
- Provide assistance on grant applications, including basic research or collection of data
- Regularly liaise with Management Team members on behalf of the CEO, for the purpose of arranging meetings, updating tasks and follow up of actions and enquiries
- Contribute to a high standard of service provided by Skylight by participating in relevant meetings, delivering services consistent with Skylight's strategic plan, policies and procedures and participating in continuous quality improvement activities
- Plan, develop and implement special projects and events as directed by the CEO to meet specific and identified needs. This may include working within or alongside other Skylight Programs/Work Areas from time to time to achieve Skylight's strategic goals

SELECTION CRITERIA

Skills, Knowledge and Experience

- Minimum 2 years experience in a similar executive assistant or personal assistant support role. Previous experience in a community organisation will be well regarded
- Relevant tertiary qualification are desirable
- Exceptional written and verbal communication, interpersonal and negotiation skills, with the ability to communicate effectively and positively
- Proven skills in managing time, setting priorities, planning and organising work to achieve specific objectives, including the ability to successfully manage multiple tasks
- Demonstrated ability and expertise in range of executive duties noted above. An ability to understand financial information will be well regarded
- Develop, maintain and review appropriate records, procedures and guidelines relating to the relevant program and/or work area to ensure ongoing quality management
- Proven capacity to respectfully and sensitively interact with people living with mental illness and their carers. Demonstrated understanding of the nature of disability and impact for individuals
- Demonstrated ability to establish and maintain positive relationships with external stakeholders
- Advanced knowledge of Microsoft computer packages, with fast and accurate word processing skills
- Ability to contribute effectively in a team environment and work autonomously with initiative where required
- Current SA Drivers License and willingness to use own registered, insured (at a minimum Third Party Property Damage Insurance) and fully maintained motor vehicle for work purposes
- Sound understanding of organisational operations and workplace practices, e.g., Equal Opportunity and WHS