

<b>Job Title</b>	<b>Executive Assistant to the Westjustice Senior Leadership Team</b>
<b>General</b>	
<b>Vision</b>	WEstjustice believes in a just and fair society where the law and its processes don't discriminate against vulnerable people, and where those in need have ready and easy access to quality legal education, information, advice and casework services.
<b>Purpose</b>	To service the legal needs in the West in a way that addresses the systemic nature of disadvantage.
<b>Reports to</b>	CEO
<b>Term</b>	See Contract
<b>Scope</b>	You will be assigned to the Operations Team for general supervision and support but may be provided with the opportunity to work across other programs and projects based on service requirements.
<b>Key Responsibilities/Expectations</b>	
	<ul style="list-style-type: none"> <li>• Provide quality and timely administrative support to the CEO and Senior Leadership Team and support the Westjustice administration team more broadly.</li> <li>• Maintains and coordinates an effective calendar and filing system, ensuring the CEO's competing demands are effectively managed.</li> <li>• Handle correspondence, including preparation of responses and briefing notes as required, keeping the CEO and Senior Leadership Team updated.</li> <li>• Support the CEO and Senior Leadership Team by coordinating requests for information from internal and external stakeholders and provides a professional first point of contact.</li> <li>• Coordinate the review and maintenance of central Stakeholder information.</li> <li>• Make travel arrangements as required.</li> <li>• Organise meetings (including room bookings, agendas, minute taking, catering etc.).</li> <li>• Organise events, including AGMs Report Launches, stakeholder engagement activities and liaise with the administration team to support other events and functions.</li> <li>• Coordinate the preparation of reports and organisation wide materials and information.</li> <li>• Compliance with WEstjustice's policies, risk management processes and best practice guidelines.</li> <li>• Contribute to team processes and systems to ensure we are running an effective organisation.</li> <li>• Contribute to the implementation of the WEstjustice Strategy and the Impact Areas.</li> <li>• Participate in Westjustice Working Groups, relevant training, and career development.</li> <li>• Other relevant work as directed</li> </ul>
<b>Qualifications &amp; Skills</b>	
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ol style="list-style-type: none"> <li>1. Excellent time management, planning and organization skills</li> <li>2. Ability to prioritise and meet deadlines</li> <li>3. High level grammar, written, verbal and communication skills</li> <li>4. High degree of professionalism and judgement with the ability to maintain a high level of confidentiality</li> </ol>

	<ol style="list-style-type: none"> <li>5. Ability to multitask and to work across a range of competing priorities</li> <li>6. Intermediate skills in Microsoft Word, Outlook, Excel and PowerPoint</li> <li>7. Experience coordinating diary appointments and supporting documentation</li> <li>8.</li> <li>9. Prior experience supporting a Chief Executive or Executive Manager</li> <li>10. Strong commitment to social justice, including a demonstrated understanding of the social context of law and the issues faced by vulnerable communities and the ability to contribute to WEstjustice's systemic impact work</li> <li>11. Demonstrated ability to work effectively with a range internal and external stakeholders</li> <li>12. Ability to work under the direction of senior employees,</li> <li>13.</li> <li>14. Understanding of and commitment to WEstjustice's Vision, Purpose, Strategic Plan and Impact Areas.</li> </ol>
<p><b>Other relevant information</b></p>	<ul style="list-style-type: none"> <li>• The successful applicant will be employed under the Social, Community, Home Care and Disability Services Industry Award 2010 with a probationary period of three months.</li> <li>• To be eligible for this position you must have current work Australian rights (e.g. as an Australian or New Zealand Citizen, permanent resident, or hold a valid work permit or visa).</li> <li>• You will be required to apply for and hold a current Working With Children Check.</li> <li>• You will be required to undergo pre-employment checks</li> <li>• Your primary work location will be the WEstJustice Werribee Branch but may be required to work from the Footscray or Sunshine Branches, or other locations as directed from time to time.</li> <li>• WEstjustice is committed to providing a working environment without risk to the health of employees under the Occupational Health and Safety Act 2004 (Vic).</li> <li>• WEstjustice is committed to working towards justice for marginalised groups including Aboriginal and Torres Strait Islander communities.</li> </ul> <p><i>WEstjustice is committed to being a culturally safe, responsive and respectful organisation. Our Reconciliation Action Plan (RAP) is integral to these objectives and will provide the framework for our reconciliation journey. You can view our RAP at <a href="https://www.westjustice.org.au/about_us">https://www.westjustice.org.au/about us</a>.</i></p>

Last Reviewed: September 2023  
Next Review: September 2024