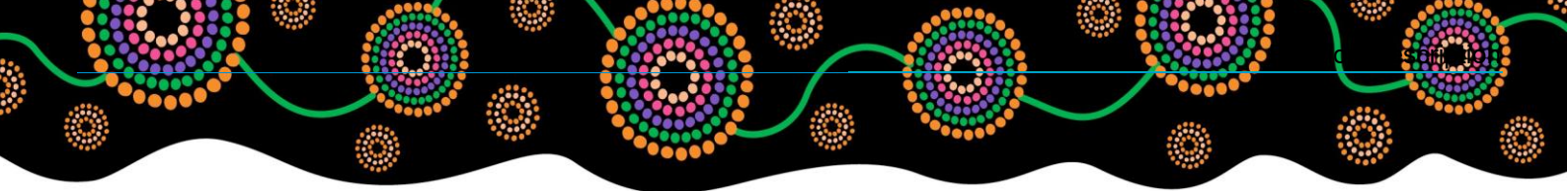


Position title	Executive Assistant
Group	Strategy and Office of the CEO
Employment status	Full-time, Ongoing
Classification	As per SCHCADS Award
Position reports to	Head of Office of the CEO
Location	292 Hoddle Street, Abbotsford, Victoria, 3067 or another Djirra office
Delegation	There are no direct reports or financial delegation associated with this role.

Organisation environment
<p>Djirra¹ is an Aboriginal Community Controlled Organisation (ACCO) with over 20 years' experience accompanying Aboriginal and Torres Strait Islander women, and their children, on their individual journeys. We find solutions through Aboriginal and Torres Strait Islander women sharing their stories, journeys, and experiences. Djirra celebrates women's strength and resilience. We are committed to a future without family violence.</p> <p>We deliver holistic, culturally safe, specialist family violence support, legal services and case management, alongside cultural and wellbeing workshops and programs. Our services have state-wide reach, touching every part of Victoria to meet the needs of Aboriginal and Torres Strait Islander women. Self-determination is the foundation of everything we do. Djirra amplifies the voices of Aboriginal and Torres Strait Islander women. We advocate for system-wide change to improve access to justice, eliminate systemic violence, and strengthen women's resilience.</p> <p>We are an active member of the National Family Violence Prevention and Legal Services Forum, the peak body for Aboriginal and Torres Strait Islander people who are experiencing or at risk of family violence.</p>
Role purpose
<p>The Executive Assistant provides confidential, high-level executive and secretarial support to the CEO via the Head of the Office of the CEO. Enabling the effective management of the CEO's time, priorities and outcomes, this role is central to the smooth day-to-day operation of the Office of the CEO and contributes directly to organisational performance.</p> <p>Approachable, astute and proactive, the Executive Assistant operates as a trusted partner to the CEO, managing a complex calendar, travel and administrative workload while exercising sound judgement about when to step in, follow up, or escalate. The role requires a strategic and anticipatory approach to prioritisation, protecting the CEO's time, maintaining decision and action logs, and ensuring follow through across the organisation.</p> <p>The position involves extensive internal and external stakeholder engagement, acting as a key point of contact for Senior Executives, Ministerial offices, government bodies at State and Commonwealth levels, the Aboriginal community, funding agencies, and philanthropists. With a strong focus on discretion, accountability, and execution, the Executive Assistant closes loops relentlessly, manages competing priorities with composure, and ensures nothing is dropped.</p> <p>The Executive Assistant works closely with the Executive Support Officer, providing mutual support to ensure the effective and successful delivery of executive support functions.</p>

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



Key accountabilities

Executive Support:

- Provide high-level executive and administrative support to the CEO, including diary management, meeting coordination, scheduling, and acting as a first point of contact for inquiries.
- Support the Head of OCEO to set, monitor and manage the CEO priorities, upcoming tasks and commitments to ensure deadlines are met.
- Monitor correspondence, workflows, and action items to ensure matters are progressed in a timely and organised manner
- Effectively coordinate the diverse range of matters submitted for the CEO's consideration, identifying items requiring referral, further information or urgent attention.

Communication & Stakeholder Liaison:

- Review incoming communications and correspondence and work closely with the Head of OCEO to prepare, coordinate, and distribute responses on behalf of the CEO.
- Ensure the editorial quality, accuracy and professionalism of documents prepared for or issued on behalf of, the CEO.
- Develop and maintain strong relationships with key internal and external stakeholders, including Senior Executives team, government representatives, and partners.

Meeting, Events & Travel:

- Organise CEO meetings, including logistics, agenda preparation, document creation & coordination note-taking and follow up actions
- Coordinate travel and accommodation for the CEO, Board members and accompanying staff when representing Djirra
- Attend meetings and events to support the CEO as needed, which may involve some travel.

Documentation & Reporting:

- Draft, edit, and coordinate high-quality briefs, reports, presentations, and correspondence for internal and external audiences.
- Maintain decision records, action logs, and documentation to support accountability and organisational follow through.

Confidential & Information Management:

- Handle sensitive and confidential information with discretion, professionalism and sound judgment
- Ensure highly sensitive matters and files are appropriately organised, stored and managed in line with organisational requirements.

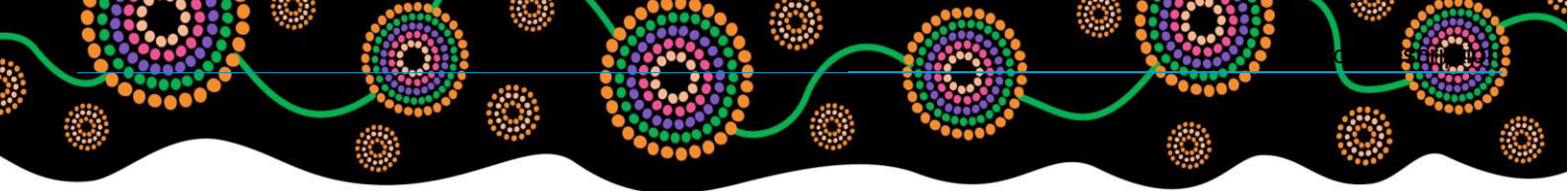
Problem Solving & Initiative:

- Anticipate challenges, manage competing priorities and proactively identify solutions to support the smooth operation of day-to-day business activities.
- Demonstrate flexibility and responsiveness in managing time-critical and ad-hoc tasks, including occasional personal administrative support as requested by the CEO.


Key selection criteria

Professional / Functional Skills

- Demonstrated extensive knowledge and understanding of the Victorian Aboriginal community, particularly in relation to the impact of family violence on Aboriginal women.
- Demonstrated ability to communicate sensitively and effectively with members of the Aboriginal community.
- Demonstrated experience in providing high-level confidential support to a CEO.
- Proven experience supporting executive teams, ideally in a fast-paced, purpose-driven environment



Competency	<ul style="list-style-type: none"> • Effective Communication - Communicates clearly and with influence; actively listens and responds appropriately to the audience. • Excellent written skills (i.e. ability to write professional emails and correspondence on behalf of the CEO as needed) • The ability to handle sensitive information with discretion and professionalism • Planning and Organising - Strong and effective organisational and time management skills • A high level of attention to detail and a commitment to delivering quality work • A proactive, can-do attitude and a willingness to jump in and get things done • Integrity - Principled, and focused on honesty, transparency, objectivity and fairness • Building sustainable partnerships – Foster effective proactive relationships with key stakeholders (internal, external and national). • Respect - Values others and respects difference. • Personal proficiency - Consistently model the Djirra's values and behaviours, display strength and courage, manage and adjust leadership approaches, manage pressured and stressful situations and display commitment to ongoing personal development.
Technical Skills	<ul style="list-style-type: none"> • Technical proficiency, with extensive experience using Microsoft Office Suite (Word, Excel, PowerPoint)
Qualifications	
Relevant tertiary qualification in business administration or demonstrated equivalent experience.	
Workplace health and safety	
<p>Djirra is committed to providing and maintaining the health and safety of its employees.</p> <p>All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.</p> <p>Information about these policies are contained in Djirra's Human Resources Policy Manual.</p> <p>This position will require you to travel to regional locations as required.</p>	
We are a Child Safe Organisations	
<p>Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an <i>Employee Working With Children Check</i> (in Victoria).</p> <p>An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.</p>	
Other important information	
<p>Djirra employees and volunteers are required to act in accordance with Djirra's values and behaviours of:</p> <ul style="list-style-type: none"> • Respect for people and culture • trust • integrity • resilience; and • empowerment 	



Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies are contained in Djirra's Human Resources Policy Manual.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee Name:

Employee Signature:

Date: / /

Manager's Name:

Manager's Signature:

Date: / /

HR CHECKLIST

- ☐ Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- ☐ Place one copy of completed form and any attachments on the employee's Performance File.
- ☐ Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /