

Position Description

Position title:	Executive Officer
Type:	Full time (0.8 may be negotiable)
Location:	Launceston, unless otherwise negotiated
Salary:	We offer a competitive salary based on experience.

Tasmanian Leaders (TL) is Tasmania's premier leadership development organisation. Our overarching purpose is to cultivate purposeful and inclusive leadership that contributes to the enhancement of our economic, social and environmental well-being. We believe that effective leadership is a catalyst for positive change, and we are committed to inspiring individuals to make a meaningful impact within and across their personal and professional roles.

Tasmanian Leaders is a for-purpose (not-for-profit), incorporated association, overseen by an expert Board and managed by a team of highly experienced professionals. The organisation thrives on the support of dedicated volunteers who share our passion for a better future for all Tasmanians.

Position overview

The Executive Officer will provide high-level executive support to the Chief Executive Officer (CEO) and broader team, performing confidential administrative and professional duties, to play a critical role in ensuring the smooth operation of the organisation. This position involves managing various administrative, financial, and governance tasks to ensure the efficiency and effectiveness of operations. The Executive Officer will act as a central point of contact for the CEO, Board members, and the staff team, facilitating communication and supporting strategic initiatives.

Key responsibilities

Executive support

- Provide executive management services to the CEO, including day-to-day operations, managing the CEO's calendar, coordinating meetings and handling correspondence.
- Provide executive services to the broader team to assist with meeting the operational requirements of the organisation, including undertaking a range of coordination and support activities and responding to requests for assistance and inbound telephone calls.
- Manage and quality assure documentation, including undertaking research and editing of documents, as required.

Governance and risk support:

- Support the Board and Committee secretariats to organise and coordinate meetings, including preparing agendas and meeting packs, distributing materials, attendance and taking minutes.
- Oversee the organisational policy document framework, including the development, implementation and review of key policies, procedures and plans.
- Oversee and maintain the risk management framework to mitigate strategic and operational risk.

- Ensure regulatory compliance and maintenance of all insurance policies and coverage and manage related processes.
- Oversee workplace, health and safety for the organisation, including the development and implementation of practices and systems to ensure compliance and safety across the organisation.

Administrative and system support

- Oversee contracts, service agreements and grant deeds, ensuring accurate reporting and compliance with all terms and conditions.
- Manage administrative tasks related to workplace health and safety (WHS) incidents and escalate issues to the CEO as required.
- Support the Marketing and Membership Coordinator with the Salesforce customer relationship management (CRM) system including updates, imports and reports.
- Prepare financial and project reports for the review of the Board, Committees, CEO and other employees.
- Maintain currency of Tasmanian Leaders ICT systems including management and allocation of licences, contracts and services supplied by third party providers and the Department of State Growth.

Human resources administration

- Support recruitment administration, onboarding, and training of new employees.
- Provide other human resource related administrative tasks.

Other

- Any other duties and project support as directed by the CEO.

Essential skills, experience and competencies

- Proven experience in providing high-level executive support.
- An eye for detail ensuring precision and accuracy in all aspects of work.
- Adaptable and able to thrive in a dynamic and changing environment.
- Excellent organisational and time management skills, as well as exceptional planning and prioritising skills.
- Strong communication skills, both written and verbal.
- Experience in organising and coordinating board and committee meetings.
- Knowledge of risk management policies and procedures.
- Experience in managing organisational policy review and development.
- Excellent skills in all aspects of the MS Office 365 suite of products.

Desirable skills, experience and competencies

- Experience in developing and implementing organisational policies and procedures.
- Knowledge of governance frameworks and compliance requirements in the not-for-profit for purpose sector.
- Experience in the delivery of board governance and secretariat support functions.
- Experience in Salesforce and Xero.

Benefits

- Flexible workplace with opportunities for growth and career advancement.
- Supportive and inclusive work environment.
- Training and development opportunities.
- Salary to be negotiated based on skills and qualifications.

Contact and closing date for applications

For further information or a confidential chat please contact our CEO, Angela Driver on 0417 379 703.

Interested candidates are invited to submit their resume and a cover letter outlining their experience and / or qualifications for the position of Executive Officer to angela.driver@tasmanianleaders.org.au.

Please include 'Executive Officer' in the subject line.

Closing date for applications is Thursday 4 July at 5.00 pm.