

Position Description

Executive and Office Support Officer

Job Title	Executive and Office Support Officer		
Reports to:	Executive and Office Coordinator		
Business Unit	Culture, Operations and Engagement	Team	Executive and Office Management Team
Contract Type	Full time or part time (0.8-1.0 FTE negotiable)		
	Fixed term contract until March 2027		
	Safe and Equal Level 5.1 – \$52.0804 per hour		
	Annual Salary (pro rata): \$102,910.87		
	Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
	Office Location: Carlton		
Primary Purpose of this Position			
The Executive and Office Support Officer position is a central role in the organisation responsible for providing administrative support and coordination to the office of the CEO, HR and general office coordination and management. The role will work closely with and support the Executive and Office Coordinator, who is responsible for executive administration, stakeholder liaison, proactive communications on behalf of the CEO. The role maintains a high level of confidentiality. The Executive and Office Support Officer is also responsible for coordinating HR activities, including communications and administration. The Executive and Office Management team will ensure all office facilities, systems and procedures are in place and running efficiently and effectively. This includes ensuring all systems and infrastructure are maintained and working effectively for all internal and external stakeholders. The position, along with the Executive and Office Coordinator, is a central point of contact for the organisation and for the Safe and Equal office. This role will be required to backfill core duties of the Executive and Office Coordinator during periods of leave.			
Scope			
Direct Reports		Indirect Reports	

N/A	N/A
Key Relationships All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values.	
Internal	External
Executive Leadership Team Senior Managers All Staff	Safe and Equal Membership EA/PA representatives from other key stakeholders Contractors and suppliers
Key Responsibilities	% of job
Coordinate HR activities including: • HR correspondence and letters • Administration to support recruitment activities • Onboarding and offboarding internal staff • Reviewing and uplifting processes • General operational and HR admin	30%
Provide confidential and executive administrative support to the Executive and Office Coordinator to schedule internal and external meetings, events, and engagements including for the CEO, membership and internal/external stakeholders	20%
Organisational administration including day-to-day operations of the Safe and Equal office including coordination of all infrastructure, ICT, OH&S and administration processes. Maintain the office environment to ensure it is safe, inclusive and staff have access to resources required to undertake their roles.	20%
Coordinate and provide secretarial duties for internal and external forums and meetings, including maintaining attendee and contact lists	15%
Coordinate and provide event management support for internal and external meetings and events, including venue bookings, catering and on-site event support	15%
The above percentages are indicative and will change depending on the organisation's needs. You may be called upon to provide direct Executive Assistance to the CEO from time to time. This role will be required to backfill core duties of the Executive and Office Coordinator role during periods of leave.	

Organisational Context

The way we work at Safe and Equal

All employees at Safe and Equal are expected to work in a way that supports the organisational values:

- Accountability and Integrity
- Equality and Justice
- Compassion and Humility
- Expertise and Collaboration
- Boldness and Courage
- Curiosity and Reflection

Diversity and Inclusion

Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

Expectations of Staff

Strategic alignment

Pro-actively work in a way that directly supports Safe and Equal strategic objectives

Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

Manage risk

Actively manage risks by working within the organisation governance framework and complying with organisational policies, procedures and escalating when required.

The knowledge, skills, experience, qualifications and clearances required for this role are:

Essential	• Demonstrated expertise in supporting executive staff and respecting confidential and/or sensitive correspondence. • Relevant qualifications and/or experience in business management, administration and or a relevant discipline. • Capacity to be proactive, assertive and work well under pressure or within tight time frame. • Ability to meet deadlines and manage multiple tasks effectively. • Demonstrated experience in client or stakeholder contact and ability to relate positively and confidently with a wide range of people. • Demonstrated experience in using databases, cloud-based systems and the Microsoft Office suite, training and learning management systems. • Strong attention to accuracy and detail. • Effective time management and organisational skills. • Proven ability to work independently, prioritise work and show initiative. • Sound written and verbal communication skills, including excellent email and phone skills. • Proven ability to uplift and improve systems and processes.
Desirable	Understanding, commitment and interest in family violence and community sector services.
Police Check	A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will

not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.