

## Position Description

<b>Position Title:</b>	<b>Executive Assistant to the Chief Executive Officer</b>
<b>Classification:</b>	Stream A - Admin, Band 3

### Purpose of the Role

As Executive Assistant to the CEO, the position is responsible for providing executive level support to the CEO. This role will liaise and support the Marathon Health Board.

### Key Relationships

This position reports to the Strategic Advisor Partnerships and Growth and works closely with the Board, Chief Officers, Senior Leadership team, staff and external stakeholders.

### Position Responsibilities

Responsibilities for this position include, but are not limited to:

- Provide Executive level support to the CEO that is proactive and responsive to changing needs and requirements.
- Assist the Strategic Advisor Partnerships and Growth in day-to-day management tasks and functions, including diary management, arranging appointments, booking transport and accommodation, and managing all relevant information.
- Under the guidance of the Strategic Advisor Partnerships and Growth, assist the CEO with the preparation of submissions and reports.
- Prepare meeting materials for regular Board, Executive and Management meetings.
- Organise and attend Senior Leadership and Management meetings and take minutes.
- Prepare and reconcile the CEO corporate expenses.
- Assist with the co-ordination of meetings with key external stakeholders.
- Support the Strategic Advisor Partnerships and Growth to manage critical external stakeholders and partners.
- Organise Board travel and travel reimbursements for directors
- Undertake all other duties as required by the CEO.

### Other Duties

- Demonstrate and uphold our values at all times.
- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Other duties as directed from time to time.

### Our Values

Staff are expected to demonstrate our **ICARE** values:

T 1300 402 585

ABN 86 154 318 975

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Integrity & Trust  
Collaboration & Innovation  
Achievement & Excellence  
Respect & Empowerment  
Empathy & Understanding

### Special Job Requirements

1. National Police Check with a satisfactory outcome and Working With Children Check clearance for paid work
2. NDIS Worker Screening check, qualifications and professional registration as applicable to this role
3. Eligibility to work in Australia
4. Valid Australian Drivers Licence

### **Note:**

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

### Selection Criteria

#### Essential

- Demonstrated experience as an Executive Assistant
- Detail orientated with strong communication skills- both written and verbal
- Proactive approach to problem-solving with strong decision-making
- Able to work to tight deadlines, juggle multiple priorities and thrive working in a busy and collaborative work environment
- Solid administration and computer skills, particularly across MS Office, Dropbox and Google suite
- A motivated self starter who is results driven with a can do attitude

#### Desirable