



Position Description

Executive Assistant

1. The Public Interest Advocacy Centre

The Public Interest Advocacy Centre is a community legal centre that works for social justice by driving changes to laws, policies and practices that cause or entrench disadvantage.

PIAC removes barriers to justice and fairness experienced by people who are vulnerable or facing disadvantage through strategic litigation and policy advocacy. Our current priorities are:

- Fair use of police powers
- Reducing homelessness
- Equal access to services for people with disability
- Justice for Aboriginal and Torres Strait Islander people
- Affordable energy and water
- Equal access to health care for asylum seekers
- Truth, justice and accountability for victims of conflict

2. Position overview

Reporting to the Chief Executive Officer, the Executive Assistant is responsible for supporting PIAC's leadership team.

The role will work closely with the CEO and Deputy CEO, with a focus on supporting PIAC's governance, corporate reporting, donor relationships and human resources. The Executive Assistant will undertake a variety of administrative tasks to make a busy organisation run smoothly.

This is a part-time (.8 FTE) position, with flexible working arrangements available.

3. Major accountabilities

- Provide high quality administrative support to the CEO and Deputy CEO, including diary management, correspondence and document preparation, to help manage the organisation's day-to-day operational needs.
- Support the operation of PIAC's Board, including administrative arrangements for meetings and the preparation and distribution of materials and minutes.
- Assist with donor correspondence, coordinating acknowledgements and updating PIAC's donor database as required;

- Support the administration of PIAC's human resources, including coordinating requests for volunteer and student placements, coordinating inductions and preparing materials for new staff.
- Assist with planning and managing events.
- Assist with production of corporate documents, including PIAC's annual report.
- Support the successful implementation of PIAC's Reconciliation Action Plan.
- Other duties as reasonably required.

4. Knowledge, skills and experience

Essential

1. Experience providing high level administrative and office management support at an executive level.
2. Strong written and oral communication skills, with experience preparing accurate, high quality documents.
3. Well-developed interpersonal skills and the capacity to develop and maintain relationships and networks.
4. Advanced skills in Microsoft Office applications, including Word, Outlook, Excel, PowerPoint and Teams and experience in using CRM databases.
5. Strong organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
6. Demonstrated positive, flexible and adaptable attitude, as well as the ability to exercise initiative and judgement within a changing environment.
7. Capacity to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.

Desirable

8. Experience working in the community sector and an understanding of issues facing people experiencing social and economic disadvantage.
9. Aboriginal and Torres Strait Islander people are encouraged to apply. PIAC's Reconciliation Action Plan is available on PIAC's website: <https://piac.asn.au/about-us/reconciliation-action-plan/>.

5. Salary and conditions

This position is offered on a 12 months fixed term contract, with the possibility of extension.

It is part-time at .8 FTE, with flexible working arrangements available.

Salary range: \$75,259 - \$80,982 (level 4) pro rata plus leave loading and superannuation. PIAC is a Public Benevolent Institution and is currently able to offer salary packaging subject to PIAC's Salary Sacrifice Policy.

6. Applications

Your application must be no longer than 5 pages in total. Your application should comprise:

- a cover letter;
- a curriculum vitae/resume;
- a succinct statement outlining your suitability for the role with reference to the 7 'essential' selection criteria and, if relevant, the two 'desirable' selection criteria;
- a response of no more than 300 words to this targeted question:
 - Outline how you successfully manage competing work priorities and multiple deadlines. Please include in your answer how you organise and prioritise your daily work activities and what methods/resources you use to achieve this.

Please note that if your application does not comply with these requirements, it may not be considered.

Applications may be sent either by email to jobs@piac.asn.au or to:

The Selection Panel
Public Interest Advocacy Centre
Level 5, 175 Liverpool Street
Sydney NSW 2000

Inquiries about the position should be addressed to:

Deirdre Moor
Deputy CEO
dmoor@piac.asn.au

Closing Date: 5pm Tuesday 18 August 2020