

## Executive Assistant

Did you make a New Year's resolution to find a job that you love? Do you want to be excited every day at the prospect of going to work? Homes North, a not-for-profit organisation with offices across the New England North West, are offering you an opportunity to say "yes". We are seeking to appoint an experienced and skilled Executive Assistant (EA) to provide high-level support to our Chief Executive Officer in Armidale, NSW.

Applicants must have:

### ESSENTIAL:

- Relevant qualification and substantial administrative experience in a similar role;
- Demonstrated experience collaborating with and providing management expertise to senior executives who interact with key external stakeholders (including individuals, businesses, and government);
- Demonstrated capacity to prioritise workloads and maximise use of resources whilst maintaining a high attention to detail;
- Advanced computer and Information Communications Technology (ICT) skills, including a high level of proficiency in the Microsoft Office Suite, as well as web, calendar and database management;
- Exceptional organisational, planning, time management, and scheduling skills;
- Outstanding written and verbal communication skills;
- Demonstrated capacity in critical thinking, quick decision-making, and leadership;
- Demonstrated ability to maintain discretion and confidentiality in a sensitive environment;
- Demonstrated ability to work both autonomously and as part of a team to achieve goals.

### DESIRABLE:

- Knowledge of the community housing sector.

Homes North is a not-for-profit organisation serving the New England North West region, with offices in Armidale, Glen Innes, Gunnedah, Inverell, Moree and Tamworth. Operating for over 30 years, Homes North creates secure, affordable and sensitively managed housing opportunities for low income households, striving for an integrated and inclusive approach to housing for all. Our vision is that every community member on low-to-moderate income in the New England North West region has a secure place to call home, which they can independently sustain into the foreseeable future. This vision recognises the continuum of housing needs - from emergency and short-term accommodation to address homelessness, through supported and community housing, and over long-term pathways to secure and affordable home ownership. Community members may move in different directions along this continuum as a result of changes to their financial, health and family wellbeing.

Email all enquiries to [jobs@pinnaclepeoplesolutions.com.au](mailto:jobs@pinnaclepeoplesolutions.com.au)

*We encourage applications from Aboriginal and Torres Strait Islander people.*

**Closing date for applications: 22 March 2018**

**FOR FURTHER INFORMATION ON THIS POSITION CLICK HERE**

## Risk and Compliance Manager

We are also seeking to appoint an experienced and skilled Risk and Compliance Manager, to provide operational and advisory support to our management team. If you have experience writing, planning, and delivering risk management processes in line with standard frameworks, organizational policies, and legal requirements, Homes North have the ideal role for you.

Applicants must have:

### ESSENTIAL:

- Current NSW Drivers Licence;
- Relevant qualification and substantial experience in a similar risk/compliance role;
- Extensive experience delivering and executing agreed organisational plans;
- Demonstrated ability to write, plan and implement risk management processes, which comply with the relevant ISO standard frameworks (ISO 31000 Risk Management, and ISO 19600:2015 Compliance Management Systems);
- Demonstrated experience in implementing an Enterprise Risk Management Program and Compliance Program, using the above standards as frameworks;
- Superior leadership and management skills;
- Positive, effective, and empathetic communication skills and the ability to build credibility and trust with a wide range of stakeholders;
- High level of personal drive, energy, and commitment.

### DESIRABLE:

- Knowledge of, and experience working within, the community housing sector.

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