

Executive Coordinator

- Mascot location
- Close to train station!
- Salary packaging available
- Full time position

About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at www.cesphn.org.au.

About the Role:

The Executive Coordinator is responsible for providing high level administrative, office and diary management to the CEO and Executive Team, as well as secretariat support to Board Chair, Board Members and other designated Committees

The Executive Coordinator will work independently performing a wide range of complex, confidential administrative and clerical support duties, demonstrating excellent time management and interpersonal communication abilities.

Your responsibilities will be:

CEO

- Support the execution of the CEO's daily activities including extensive diary management and scheduling of meetings, travel and appointments.
- Read and analyse CEO emails and reports to determine their significance and action or redirect/delegate as appropriate.
- Review and manage correspondence for signature by the CEO, correcting for quality, and/ or seeking additional information or clarification from the author if necessary
- Ensure CEO's timely attendance at meetings and events and alert the CEO to urgent and important matters and upcoming deadlines.
- Answer and screen incoming telephone calls, redirecting and actioning as appropriate.
- Review and manage correspondence for signature by the CEO, correcting for quality, and/ or seeking additional information or clarification from the author if necessary, Deliver communication on behalf of the CEO as directed, including the preparation of routine responses to correspondence.

Executive Team

- Support the execution of the daily activities of the Executive Team including extensive diary management and scheduling of meetings, travel and appointments.
- Organise, attend and take minutes for Executive team meetings, Manager and All Staff meetings, and other meetings as directed by members of the Executive Team.
- Expense and debit card reconciliations and related entry of invoices into the accounting system.
- Conduct related ad-hoc administrative duties.

Board secretariat

- Organise and attend Board and other Committee

meetings, including room bookings, catering, set up of technology and minute taking. Liaise with Board Chair and assist with some administrative tasks for the Chair, related to Board meetings

- Manage the onboarding and induction of the EIS Board and ensure that all Board compliance documentation is up to date and submitted on time.
- Assist in preparation of Board and Committee meeting papers using Board governance platform, BoardEffect. Identify required actions from meetings and proactively support the CEO in addressing and delivering.

General

- Work collaboratively as part of the Corporate Services Administration Team to provide support and cover for various administrative tasks

Please address the selection criteria in your cover letter or your application will not be considered.

Selection Criteria - Essential

- Demonstrated high-level administrative experience and secretariat support, including accurate minute taking and records management.
- Minimum three years' experience supporting a CEO or senior executive in a health services / government sector environment.
- Established ability to anticipate needs, think critically and provide solutions to problems whilst maintaining discretion and confidentiality at all times.
- Demonstrated ability to prioritise and delegate tasks, manage competing deadlines and show initiative.
- Highly proficient written, verbal and electronic communication skills as well as experience working with boards and complex stakeholders.
- Comprehensive knowledge of Microsoft Office based computing applications, e.g. Excel, Word, Database, SharePoint etc.

Selection Criteria - Desirable

- Possession of a current NSW driver's licence and access to own vehicle.
- An understanding of the primary health care environment and experience in communicating with health care professionals and consumers within CESPHN boundaries.

You must address the criteria in your cover letter and send your cover letter and resume to: recruitment@cesphn.com.au

Closing date: 30 March 2020

If you have any questions about the role contact Richard Vaughan 0456 843 398

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

**CLICK FOR FURTHER
INFORMATION AND
TO APPLY**