



## Position description

<b>Title</b>	Executive Assistant (two positions)
<b>Classification</b>	APS6
<b>Agency</b>	National Mental Health Commission
<b>Reports to</b>	1. Deputy Chief Executive Officer 2. Chief Operating Officer and Principal Adviser Engagement and Communication
<b>Location</b>	1. Canberra 2. Sydney

### About Us

The National Mental Health Commission (the Commission) provides insight, advice and evidence on ways to continuously improve Australia's mental health and suicide prevention systems, and acts as a catalyst for change to achieve those improvements. This includes increasing accountability and transparency in mental health through the provision of independent reports and advice to the Australian Government and the community. The Commission provides cross-sectoral leadership on the policy, programs, services and systems that support better mental health and social and emotional wellbeing in Australia.

The Commission supports the Australian Government to ensure that investment in mental health is both effective and efficient. We work with stakeholders – particularly people with lived experience, their families and other support people – to ensure reforms are collectively owned and actioned and to enable participation in government process. As well, the Commission builds relationships and partners with others to leverage effort and expertise, including with service providers, peak community and professional bodies, government agencies, researchers, academics and state and territory governments.

### National Suicide Prevention Office

The National Suicide Prevention Office (NSPO) is a new office within the Commission that is being established to lead a national whole-of-government approach to suicide prevention. The NSPO will build capability to deliver a national whole-of-government approach to suicide prevention, by integrating collaborative efforts and reducing the potential for duplication. It will ensure those aspects of suicide prevention, which due to scalability, the need for consistency, and reach are implemented at a national level in consultation with all jurisdictions, and it will report on progress.

More information is available at [www.mentalhealthcommission.gov.au](http://www.mentalhealthcommission.gov.au)

### The Job

There are two Executive Assistant roles that will be responsible for the delivery of timely, efficient and effective high level administration and executive support. The first role, the Executive Assistant will be supporting the Deputy Chief Executive Officer (DCEO). The second Executive Assistant role will support directly the Chief Operating Officer (COO) and the Principal Adviser Engagement and

Communications (PAE&C). The Executive Assistant also provides executive support to the Chair of the Advisory Board.

They are all members of the Commission's Executive Team and report directly to the CEO.

- The DCEO is responsible the Policy team which provides independent evidence-based advice to the Australian Government to target specific areas for government focus where there is a priority need, identified or emerging issue. The DCEO is also responsible for monitoring and reporting on the mental health and suicide prevention systems.
- The COO is responsible for the corporate function of the Commission and includes governance, human resources, financial management, security and property services. The COO is responsible for the management of the Advisory Board together with the CEO.
- The PAE&C is responsible for the engagement and communication team and function of the Commission which includes the program of stakeholder and community engagement, strategic communication, media and external digital platforms, branding, publishing, and events nationally and internationally.

The Executive Assistants will provide comprehensive and confidential executive support. The Executive Assistants will be highly motivated self-starters, clear communicators, with strong organisational skills and professional problem-solving skills. The Executive Assistants will have strong teamwork and collaboration skills, working with staff across the Commission including other executive support staff and members of the Policy, Corporate and Engagement and Communication teams, as well as the Office of the CEO.

The Executive Assistants will have the ability to build strong relationships and engage and communicate professionally and respectfully with internal and external stakeholders on behalf of the DCEO, PAE&C and COO. The Executive Assistants will be extremely organised, consultative and manage tasks to ensure competing demands and deadlines are met. The Executive Assistants will have strong attention to detail and deliver quality outcomes.

Both Executive Assistants will operate with a high level of emotional intelligence, be able to handle pressure and challenging deadlines, and nurture a rapport with the Executive support team across the Commission. The Executive Assistants will be required to be available outside of normal business hours on occasions.

## **Key Responsibilities**

### **Executive Assistant to DCEO**

- Provide high-level administrative and executive support to the DCEO, including managing document workflow, coordinating information, arranging meetings, booking travel, diary management, reconciling credit card statements and screening telephone calls.
- Maintain office systems including effective records and information management processes.
- Liaise with staff, contractors and other organisations on routine matters.
- Anticipate requirements for the DCEO, and in consultation with the DCEO's Executive Officer initiate the timely preparation of briefing material prior to meetings attended by the DCEO.
- Work cooperatively with other executive support staff at the Commission.

### **Job Specific Capabilities**

- Experience working as a senior Executive Assistant.
- Sound problem solving skills and initiative.
- A high level of discretion and professionalism.
- Sound judgment and an ability to work under pressure.

- An ability to form strong and productive working relationships with senior departmental officers, the broader executive, the Minister's office and other key stakeholders.
- Be able to work as part of a small team being the DCEO, Executive Officer and Executive Assistant.

## **Key Responsibilities**

### **Executive Assistant to the PAE&C and the COO**

- Act as a key point of contact for the PAE&C, the COO and the Chair of the Advisory Board and action requests to ensure responses meet deadlines
- Proactively manage diaries, prioritise commitments and organise travel and meeting papers
- Prepare, manage and respond to a range of communication including emails, letters, briefings and other documentation
- Provide professional secretariat for meetings including constructing agendas, taking minutes and ensure action items are complete
- Provide secretariat and assist the COO with the management of the Advisory Board including preparing the Agenda, taking Minutes, coordinating and distributing papers and organising venues and travel
- Write briefs, papers and presentations
- Other duties as required.

### **Job Specific Capabilities**

- Demonstrated high level communication skills, both verbal and written.
- Demonstrated ability to proactively manage competing priorities and meet deadlines.
- Demonstrated experience in forward planning and delivering results.
- Experience in developing and maintaining strong, effective relationships with high level internal and external stakeholders.

## **SELECTION CRITERIA – APS6**

1. Shapes strategic thinking
  - *Inspires a sense of purpose and direction*
  - *Focuses strategically*
  - *Harnesses information and opportunities*
  - *Shows judgement, intelligence and common sense*
2. Achieves results
  - *Builds organisational capability and responsiveness*
  - *Marshals professional expertise*
  - *Steers and implements change and deals with uncertainty*
  - *Ensures closure and delivers on intended results*
3. Cultivates productive working relationships
  - *Nurtures internal and external relationships*
  - *Facilitates cooperation and partnerships*
  - *Values individual differences and diversity*
  - *Guides, mentors and develops people*
4. Exemplifies personal drive and integrity
  - *Demonstrates public service professionalism and probity*

- *Engages with risk and shows personal courage*
  - *Commits to action*
  - *Displays resilience*
  - *Demonstrates self awareness and a commitment to personal development*
5. Communicates with influence
- *Communicates clearly*
  - *Listens, understands and adapts to audience*
  - *Negotiates persuasively*
6. Job specific criterion
- *Demonstrated high level communication skills, both verbal and written*
  - *Demonstrated ability to proactively manage competing priorities and meet deadlines*
  - *Demonstrated experience in forward planning and delivering results*
  - *Experience in developing and maintaining strong, effective relationships with high level internal and external stakeholders*

## Applications close COB 26 May 2022

### HOW TO APPLY

Applications are to comprise:

1. **A covering letter** - a short summary identifying your specific achievements, skills and what you can offer to this role.
2. **A statement of claims (500 words maximum)** – outline why you consider that you have the skills, capabilities, knowledge and experience to be considered for this role.
3. **Your Resume** with relevant qualifications and experience.
4. **Two referees** with contact details.

The **preferred method of submission** of applications is to **email** one document, preferably in **Word format** to:

[Recruitment@MentalHealthCommission.gov.au](mailto:Recruitment@MentalHealthCommission.gov.au)

#### Contact:

If you require further information on the position please contact Catherine Brown, Director, NMHC on 0418 530574.

#### Some tips for preparing your application:

- Your statement of claims should address the requirements of the position and the job specific selection criteria against which you will be assessed.
- Provide a cover sheet with: your name, the position applied for, your contact details, current position, educational qualifications and referees.
- Keep your application succinct.
- It is important that the information in your application is correct, particularly dates and contact details, and it also helps if you clearly nominate whether your previous workplace(s) is a government (Commonwealth, State or Territory), private sector, or community organisation.
- Please also include dates and details relating to your educational qualifications.

- The format for applications is quite flexible – but it should be easy to read, accurate and concise.

**NB: This should preferably be in a single document for ease of handling.**

We wish you all the best with your application.