



Job Description

POSITION TITLE:	Personal Assistant to the Co-Leaders
LOCATION:	SAHMRI, North Terrace
REPORTS TO:	Administration Manager
DEPARTMENT:	Aboriginal Health Equity Theme

PURPOSE AND SCOPE OF THE POSITION

The Personal Assistant to the two Aboriginal Health Equity Theme Co-Leaders will assist achievement of the Co-Leads' priorities through the provision of exceptionally well organised secretarial and administrative support. There are no direct reports for this role.

KEY RESPONSIBILITIES

The specific duties include:

- Confidential and professional diary management
- Effective maintenance of email communication
- Meeting coordination and preparation
- Produce meeting documentation as required – agendas and minutes
- Proactively monitor approaching deadlines and follow up action items
- CV, bio and profile maintenance
- Generation of professional documentation in Word, Excel and PowerPoint
- Coordination of travel
- Credit card reconciliations
- Assist with management of projects overseen by the Co-Leaders
- Participate in special projects to continuously improve processes, tools, systems and organisation.
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- DCSI Employment Screening and Police Checks may be required.
- Compliance with SAHMRI Immunisation Policy and COVID-19 Vaccination Plan.



Person Specification

QUALIFICATIONS

- Qualifications in Business Studies / Administration is highly desirable.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated success in managing senior executives within similar organisation.
- Proficient with using Microsoft office applications, particularly Outlook, Word, Excel, PowerPoint, MS Teams and Sharepoint.
- Excellent written and verbal communications skills.
- Extensive administration experience, including day-to-day financial and record keeping procedures.
- High level of initiative, integrity and work ethic.
- Ability to maintain high level of confidentiality.
- Highly organised and methodical with strong attention to detail.
- Excellent interpersonal skills.
- Excellent time management skills.
- Strong understanding of Aboriginal and Torres Strait Islander Culture.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun