

POSITION DESCRIPTION

Position Title:	Executive Assistant to CEO
Employer:	Brisbane Housing Company Ltd.
Responsible to:	CEO, dotted line to Chair of the Board
Direct Reports:	Nil

Position Purpose

The Executive Assistant enhances executive's effectiveness and conserves executive's time by providing professional support and being entrusted with high-end and complex duties that support the CEO and Chair of the Board, as well as the Company Secretary and Chief Operations Officer from time to time. The Executive Assistant represents the executives to others.

Company Context

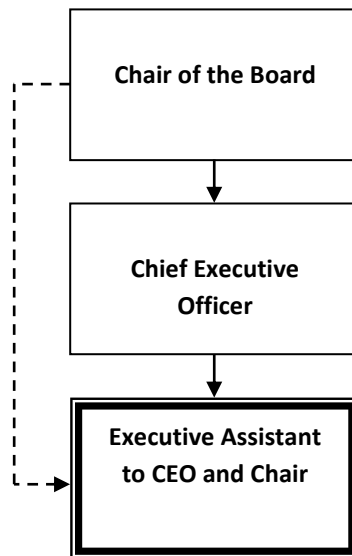
Brisbane Housing Company (BHC) is an independent, not-for-profit developer, owner and manager of affordable and community housing. Since incorporation in 2002, BHC has a well-earned reputation as a solid and reliable organisation, built through effective working relationships and a personalised approach to customer service.

BHC's Vision is, "Creating homes, empowering lives, enabling transformation" and Mission, "to deliver our Vision by building and maintaining quality affordable homes for people in need and engaging with and supporting people to sustain their tenancies". BHC's core values are:

- Making a difference
- Working with integrity
- Supporting each other
- Working safely
- Our differences
- Being accountable and delivering quality
- Celebrating achievements

We pride ourselves on the quality and liveability of our award-winning developments, aiming to provide excellence in both the development of each project and the tenancy management of the affordable rental properties.

Organisational Chart (Key reporting relationships for the role)



Key Result Areas

- Timely, professional and accurate support provided to the CEO and Chair and Board (where required).
- Organisational skills, including effective co-ordination of Board and Committee reporting cycles.
- Listening and Communication Skills.
- Maintaining confidentiality and effective use of personal discretion.
- Quality of records and records management and security, including of confidential records, particularly Board matters.
- Proactiveness and forward thinking.
- Contribution to teamwork.

Main Responsibilities

General

- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Reconciliation of credit card statements for CEO, the Chair and self.
- Welcomes visitors by greeting them, in person or on the telephone; answering or directing enquiries for the CEO and Chair of the Board (where required).
- Maintains executive and client confidence and protects operations by keeping relevant information confidential.

- Complete project work, research and analysis tasks for the CEO, Chair and other executives (where required).
- Maintains professional and technical knowledge by attending professional development workshops and/or training opportunities; establishing personal networks; reviewing professional publications.
- Perform tasks using Microsoft software packages.
- Maintain the Zoom bookings calendar for the Company, schedule Zoom meetings as required.
- Contributes to teamwork by accomplishing related results as needed.

Diary and Email Management

- Maintains the CEO and Chair's diaries by planning and scheduling meetings, conferences, teleconferences, and travel.
- Supports the CEO with email management as required, including during periods of leave. Drafting of emails on their behalf as required.

Board support

For BHC and related Boards (e.g. Catalyst):

- Provide support with Board and Committee meetings and functions including sourcing and booking venues, arranging catering, overseeing AV requirements. Attend and oversee the smooth operation of such events where required.
- Collate and disseminate Board papers, including uploading to Board Pro.
- Board minutes, as may be required and communicated from time to time.
- Credit card reconciliations as may be required.

Travel management

- Oversee and coordinate (e.g. through BHC's corporate travel provider) travel arrangements including flights and accommodation for the CEO, Board members including the Chair, and other executives and staff as may be required.
- Liaise with BHC's Administration team (Office Manager) to provide assistance where required and provide training if need.
- Arrange site tours as may be required by the CEO or Chair.

Leadership Team & Senior Executive Team meetings/events

- Maintain meeting schedules by coordinating calendar appointments as appropriate.
- Attend meetings to provide historical reference by developing and/or utilizing filing and retrieval systems; recording meeting discussions and action items, distributing as required.
- Arrange strategic planning days including sourcing and booking venues and accommodation where required, catering and attending to provide support at these events as required.

Function Coordination

- Arrange relevant functions including venues, catering etc. and where required attend to oversee.

Other – General

- Undertake further tasks and responsibilities as may be reasonably required and communicated from time to time.
- Operate in line with BHC’s Code of Conduct, policies and practices including as amended from time to time.
- Behave in a manner that contributes to a workplace that is free of discrimination, bullying and harassment at all times.
- Represent BHC in a professional and capable manner at company events and external functions/training days attended.
- Follow reasonable direction given by the Company in relation to Occupational Health & Safety.

<i>Position occupant</i>	<i>I have reviewed and confirm my understanding of this Position Description and the duties involved.</i>	<i>Signature</i> <i>Date / /</i>
<i>Name of Supervisor</i>	<i>This position description has been discussed with the occupant</i>	<i>Signature</i> <i>Date / /</i>

BHC Position Description

Last Updated: August 2020

Job Title: Executive Assistant to CEO
Approved by: Chief Executive Officer