



POSITION DESCRIPTION

Position	Administration Assistant (Executive Office)
Key relationships	General Secretary, Assistant General Secretary, Directors, Executive Assistant to General Secretary, Personal Assistant to Assistant General Secretary, NSWNMA Council, other Association staff
ANZSCO code	531111
Salary range	Senior Administration Band 1, Level 1 – 5
Work Type	Full time in accordance with the New South Wales Nurses and Midwives' Association (NSWNMA) and Australian Nursing and Midwifery Federation New South Wales Branch (ANMF NSW Branch) Employment Enterprise Agreement
Location	50 O'Dea Ave, Waterloo NSW 2017
Reports to	Executive Administration Manager
Team	Executive Office
Date created	01/03/2024
Last updated	05/04/2024

About the Association

The New South Wales Nurses and Midwives' Association (NSWNMA) is the registered union for all nurses and midwives in NSW. The Association represents the industrial interests of nurses and midwives employed in NSW in the public, private, aged care and primary healthcare sectors. Our role is to protect the interests of nurses, midwives and the nursing and midwifery professions.

We are highly committed to ethical and respectful behaviour which extends to interactions with external organisations, society at large and within the Association. Internally, our code of conduct fosters a cohesive, fair, and dynamic workplace that actively embraces our shared union beliefs.

About the team

The Executive Office provides high level administrative and governance support across a range of functions and the operations of the organisation to ensure delivery of the Association's strategic objectives. The team consists of approximately eight (8) immediate employees in the Executive office, with a further four (4) employees reporting to the executive office in organisational support roles.

About the role

The primary purpose of the role is to provide a range of high-level executive and administrative support to the Executive Office to support the Senior Executive(s) achievement of the Association's objectives. This includes organising high level committee meetings, coordinating submission of reports, briefings and related document for Senior Executive(s) attention and updating and maintaining administrative records.

The successful candidate is a team player and will have a positive and flexible demeanour and will be able to ensure key tasks are coordinated and communicated to the right people across the Association on behalf of the Senior Executive to deliver outcomes.

Key accountabilities:

1. Support the Executive Administration Manager with executive administration tasks such as diary appointments, records and correspondence, scheduling, organising and prioritising meetings to facilitate the smooth operation of the Executive Office.
2. Draft and prepare operational arrangements for a range of meetings, including but not limited to,

- correspondence, meeting agendas, meeting papers, attendance, catering, accommodation and travel.
3. Update and maintain records and databases, complying with record management processes across a range of systems to ensure information is accurate, stored correctly and accessible in consultation with Executive office staff.
 4. Act as a point of contact for the Executive Office, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
 5. Contribute to a range of projects where required, to support the achievement of organisation level strategic and operational objectives
 6. Provide general high-level administrative assistance and support for a range of tasks to support the Executive Office function, as required

Key considerations:

- Ability to manage competing priorities and providing consistently high levels of support, given heavy workloads and short deadlines.
- Ability to handle a range of matters with discretion and maintain confidentiality when required
- Must develop and maintain strong, effective working relations within the Association, the Executive Office, and other key NSWNMA key stakeholders and agencies.

Role dimensions:

- **Decision making:** This role has autonomy to make decisions around time management and the priority of tasks within timeframes but under regular supervision of the Executive Administration Manager. The role operates within an environment of sensitivity and is required to make significant judgement in handling and issues that arise
- **Reporting line:** Executive Administration Manager
- **Direct reports:** nil
- **Budget and expenditure:** nil