



Position Title:	Executive Assistant	Position Type:	Full-time (37.5 hours/week)
Location:	Perth, WA	Line Management to:	Chief Operating Officer
Benefits:	<ul style="list-style-type: none"> • \$80,000 to \$100,000 per annum, plus superannuation and salary sacrifice options. • Flexible work practices, including the ability to work remotely. • The chance to make a difference and improve outcomes for Indigenous Australians in the area of suicide prevention, mental health and wellbeing. • The opportunity to work closely with the renowned Dr Tracy Westerman, AM • The chance to be a part of an exciting and rapidly growing start-up Indigenous Mental Health Organisation. • The chance to make a difference and improve outcomes for Indigenous Australians. 		
This position:			
<p>The Westerman Jilya Institute for Indigenous Mental Health (Jilya) is a recently incorporated Aboriginal Community Controlled Organisation, registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i>.</p> <p>Dr Tracy Westerman AM is a psychologist, public figure, trainer and is a recognised leader in Aboriginal mental health, cultural competency and suicide prevention. Dr Westerman founded The Westerman Jilya Institute for Indigenous Mental Health continues to volunteer within the daily operations of Jilya as a Board Member, and Student Mentor.</p> <p>The role will be working closely with the acclaimed Dr Westerman, and the Chief Operating Officer of the Westerman Jilya Institute for Indigenous Mental Health.</p> <p>The successful candidate will be highly motivated, well organised and have experience in an executive assistant or business support role. Study, research or experience in the area of psychology, mental health, social work, business or other relevant fields is highly desirable given the technical content of much of the work.</p>			
Key Responsibilities:			
<p>Operational:</p> <ul style="list-style-type: none"> • Executive assistant duties including liaising with clients, media, managing all incoming emails, including media requests, appointments, travel and other personal bookings. • Attending meetings to support stakeholder engagement, provide logistical support and record notes. • Developing and maintaining documentation using Microsoft Word, PowerPoint and Excel (eg. transcribing notes, creating flyers, articles etc.) • Development and management of client and brand expansion data bases (eg. Zoho CRM, Constant Contact). • Personal assistant needs as required. 			

Occupational Safety and Health - Safety and quality systems:

- Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:
- Work safely to ensure your own safety and health;
- Make sure your actions do not cause injury or harm to others;
- Follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- Report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace.

Other:

- Other duties as reasonably requested by the Chief Operating Officer or Dr Westerman
- Demonstrate a commitment to your own continued Professional Development
- Efficient use and maintenance of materials and equipment
- Respond to, action and record any complaints and report any problems and suggestions for improvement.

Selection Criteria:

1	Relevant experience in an Executive Assistant or Business Support Officer role with demonstrated skills in document development, reception services and diary management.
2	Demonstrated strong communication skills (interpersonal, written, verbal and non-verbal) and demonstrated ability to communicate effectively with Aboriginal and Torres Strait Island people.
3	Solid organisational abilities, including planning, delegating, program development and task facilitation
4	Demonstrated ability to successfully handle multiple complex tasks and to resolve problems, and make sound independent decisions
5	Highly competent in the use of Microsoft Word, PowerPoint and Excel, social media, website management, MS Teams and CRM software (Preferably Zoho).
6	Demonstrated levels of cultural competence and knowledge of Indigenous mental health, suicide prevention and wellbeing issues in Australia.
7	Aboriginal and/or Torres Strait Island candidates are strongly encouraged to apply.
8	Values and attributes that align with the vision and goals of the organisation.

Essential Eligibility Requirements:

The occupant of this position will require the following prior to appointment.

- Current C or A class driver's license.
- National Police Clearance.
- Be able to travel as required.
- Be available to work outside standard business hours when required.