

Shared Value Project – Executive Assistant/Project Support Officer

Position	Executive Assistant/Project Support Officer
Position Type	Negotiable Part time (.8FTE) - Fulltime
Commencement	September 2018
Salary	Competitive package
Company Details	Shared Value Project Limited
Reporting to	CEO
External relations	Board of directors, Advisory board members, members, CEO's and executives, Government officials

Organisation Summary

The Shared Value Project (SVP) is the peak industry body in shared value in Australiasia. To this end it is committed to driving adoption and implementation of shared value strategies among leaders and companies, civil society, and government organisations. Formally established in 2014, the Project membership represents corporate Australia, government and the not for profit sectors.

The membership and industry engagement program is a core component of the Project. Its prime objective is to create knowledge, skills and professional engagement (opportunities) among corporate, not-for-profit and government leaders who are looking for an innovative business strategy that generates sustainable economic and social returns.

The Shared Value Project is the exclusive regional partner of the Shared Value Initiative, and as the local peak practice body supports the development of shared value in Australia and regionally.

Position Objective

This newly created role offers an exciting opportunity to join the Shared Value Project team to support the continuing growth of the organisation. The primary objective of the role is to provide exceptional executive assistance to the CEO, and high calibre project support to assist with achieving operational and business development initiatives.

This role encompasses the need for high level organisational skills, excellent written and verbal communication skills, the need for initiative and analytical thinking. It requires the ability to work in a fast-paced environment and be able to co-ordinate competing priorities.

The role is based in Melbourne but may require some domestic travel to Sydney and other Australian cities to support the delivery of SVP events and programs.

Responsibilities

- Full understanding of strategic business objectives and priorities of the CEO and business, and proactive management and effective planning of the CEO's time required to meet critical objectives (including provision of weekly and daily schedule and meeting packs).
- Ongoing diary and mail management on behalf of the CEO (including proactive scheduling, travel management & email maintenance).
- Professional management of critical business relationships on behalf of the office of the CEO.
- Preparation of meeting agendas, papers and presentations, and minute taking for consequential meetings.
- Coordination and tracking of the completion of meeting actions and deliverables.

- Provide key support to CEO in the delivery of business objectives, including ongoing project support.
- Assist with preparation of business proposals, member support, coordination of research activities, and other administrative duties as required.
- Support the SVP team in delivery of its calendar of programs and events, including event and conference logistics and management as required (including venue hire, catering, event set up, invitations and event running).
- Assist with management of expenses in accordance with budget requirements, including reporting, coordination of required approvals, invoicing, basic bookkeeping including monthly accounts payable and receivable in Xero online accounting system.
- Maintenance and upkeep of organisational policies and procedures
- Office and facilities management on an as needs basis (including, where required, the maintenance of office supplies, photocopier and printers, and ordering catering).
- Assist with managing online database and ensuring contact details are up to date.

Selection Criteria

Essential Qualifications and Experience

- The successful applicant will have proven experience supporting an Executive Officer or CEO, and is able to meet the challenge of being a trusted business partner and advisor to a CEO.
- Experience in events management or project coordination is desirable.
- Business development experience would be advantageous.
- Board management experience looked upon favorably.

Core capabilities and skills

- Strong interpersonal and communication skills (both written and verbal).
- High level of attention to detail and excellent organisation capability.
- Excellent computer skills particularly with Outlook, PowerPoint and Excel.
- Demonstrated ability to work in a fast-paced environment, and be able to dynamically solve problems and roadblocks as they arise.
- Motivated and proactive, with a can-do attitude and willingness to learn and grow.
- Demonstrated ability to maintain confidentiality and use appropriate judgment and discretion.
- Willingness to travel interstate to support the delivery of SVP events.

Applications

Please send your application addressed to Helen Steel at hsteel@sharedvalue.org.au by **5PM on Friday 7 September 2018**. Applicants must have permanent residency to be considered for the role.

Applications should include:

1. A short cover letter (maximum two pages) outlining how you meet the key selection criteria;
2. Your CV

Applications that do not include both of the documents listed above will not be considered.