

## Position Description

Position Title	Executive Assistant	Reporting to	General Manager
Region	TBC	Date	June 2023

### Joint Colleges Training Services Pty Ltd

Joint Colleges Training Services Pty Ltd (JCTS) is a joint venture of the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (the RACGP). JCTS will enable RACGP and ACRRM to deliver shared GP training activities for the Colleges' respective fellowship training programs and includes the development and delivery of Aboriginal and Torres Strait Islander health strategic plans, cultural education and cultural mentorship, the provision of registrar housing in some remote Northern Territory and communities and other potential areas of collaboration.

### Your Role

This role reports to the General Manager and provides high level administration and secretariat support to the General Manager whilst contributing to the successful operations of JCTS, including providing support to JCTS, Deputy General Manager, Company Secretary and regional leaders.

The role is instrumental in contributing to a harmonious spirit amongst the JCTS Leadership Team, living the values and behaviours expected and working cooperatively and collaboratively - particularly during Board reporting cycles, handling sensitive issues and coordinating workloads that are time-critical and where there is specific overlap on certain types of work.

### Key Responsibilities

- Provide high level administrative, secretariat and diary management support to the General Manager and ensure the General Manager has the appropriate documentation, reports and associated information for meetings and appointments.
- Manage and prioritise workflows to ensure that meeting reports, minutes and correspondence and matters for attention are dealt with in a professional and timely manner.
- Coordinate meetings, calls and agendas for various internal/external client meetings.
- Maintain calendar planning and appointment management in relation to scheduled meetings (internal and external).
- Manage emails and correspondence for the General Manager in a professional, confidential and courteous manner, exercising judgement and confidentiality in prioritising, sorting and drawing attention to urgent correspondence, whilst also setting in place systems to store, manage and archive email traffic.
- Provide secretariat support to various committees and working groups as required.
- Within the parameters of experience, knowledge and skills: assist in preparation of Board and committee papers, drafting letters, minutes, transcripts and other documents, conducting research as required.
- Make travel arrangements and process expenses.



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# Joint Colleges Training Services

- Assist in liaising with a range of internal and external representatives, and in the handling of general queries and requests.
- Prepare and edit professional documents, reports, communications and correspondence.
- Provision of high level administrative and secretariat support to JCTS regions (as directed).
- Collate procurement related documents and prepare memos and documents for the Legal team as required.
- Support the effective flow of information and communication to stakeholders.
- Effectively maintain electronic and manual filing systems.
- Comply with all relevant workplace policies and procedures.
- Other duties as required.

## Qualifications and Experience

### Essential:

- Previous executive assistant experience supporting executive level management ideally at the C level suite.
- Previous experience managing and supporting Board, sub-committees and working groups
- Strong planning and organisational skills with demonstrated ability to work flexibly to deadlines on multiple tasks/projects.
- Strong commitment to customer service
- Strong writing skills (correspondence, policies, and reports) and verbal communication skills
- Experience preparing letters, reports, minutes and submissions
- Excellent stakeholder engagement and credibility in working with senior stakeholders and a collegiate approach to working with staff within the organisation at all levels.
- Excellent attention to detail
- The ability to maintain discretion and confidentiality at all times.
- Demonstrated ability to be resourceful, pre-emptive, and problem solve
- Advanced MS Office skills (Word, Excel, Visio and PowerPoint)

### Desirable:

- Substantial experience in a relevant discipline such as healthcare or administration

## Your Relationships

Your role requires interaction with internal and external stakeholders which may include:

### Internal:

- Joint College Training Services regional and local team members and regional cultural mentors
- JCTS Board and Company Secretary
- JCTS leadership team
- Committee Chairs and members

# Joint Colleges Training Services

## External:

- RACGP and ACRRM members and employees
- RACGP shared services employees
- Australian Government Department of Health (DoH)
- Australian Government Department of Human Services (DHS)
- Aboriginal Community Controlled Community Health Services (ACCHSs)
- Aboriginal Health Training Facilities (non-Aboriginal Medical Services)
- External Cultural Mentors and Cultural Educators



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