

## Executive Assistant Position Description



### JOB OVERVIEW

<b>TITLE</b>	<b>Executive Assistant to the CEO</b>
<b>REPORTS TO</b>	People & Operations Manager
<b>LOCATION</b>	60 Leicester St, Carlton (some work from home possible/ flexible working arrangements available)
<b>CLASSIFICATION</b>	EV3
<b>SALARY</b>	\$78,348 to \$89,064 per annum (pro-rated for part time) plus superannuation and generous leave conditions
<b>STATUS</b>	Maximum term contract of 12months (with a view to permanency) 0.8 FTE Part-time

### WHO WE ARE

Environment Victoria (EV) is building a movement of people across Victoria to create a just society living in harmony with a healthy environment. We are one of Australia's leading not-for-profit environment groups, with a history of running strategic, people-powered, campaigns that win just solutions to the biggest environmental problems of the day.

Our team of around 30 staff and hundreds of volunteers is nimble, creative and fun. We strive for justice, equity, diversity and inclusion in our work and are committed to building, and supporting, a team that mirrors the rich diversity of the Victorian community in which we work.

Environment Victoria works in a dynamic, fast-paced campaigning environment. With a busy election year ahead in 2026, we need our senior leaders focused and freed up to make quick decisions, manage stakeholder relationships, effectively coordinate their teams, pivot strategy and deliver on key objectives. This is where you come in.

### WHO YOU ARE

You love creating a firm foundation from which others can excel. You are quick to gain clarity on priorities, confident in managing up, and able to keep a track of the many balls that get thrown in the air of a busy CEO and an energetic, responsive organisation. You're passionate about protecting our environment, and see the strategic value in an Executive Assistant who can provide high-quality administrative support so that the CEO can be more focused, effective and able to better lead the organisation to greater impact.

## Executive Assistant Position Description



### THE ROLE

A new role, the Executive Assistant will be providing executive support to the CEO, with some limited support of other senior leaders and the Board President. This role is highly relational and strategic, bringing order, coordination and prioritisation to the important work of the CEO.

### RESPONSIBILITIES

#### CEO Support

- Manage the CEO's inbox and calendar with precision, ensuring priorities are clear, deadlines are met, and time is optimised for strategic focus and strategic meetings.
- Provide proactive support, anticipating needs and identifying opportunities to streamline processes and enhance impact.
- Provide comprehensive travel coordination for the CEO, including itinerary planning, booking arrangements, and ensuring seamless logistics for work trips.
- Assist with preparation of letters, reports, presentation decks, and briefing materials for internal and external audiences.
- Screen calls and correspondence, managing or redirecting enquiries and providing appropriate responses in the CEO's absence.
- Coordinate a broad range of administrative activities and systems, as directed by the CEO or People & Operations Manager, to ensure smooth day-to-day operations across the executive-level functions.

#### Coordination & Administration of Meetings & Plans

- Prepare and coordinate materials for all-staff meetings, quarterly Board meetings, Management Team meetings, CEO-chaired meetings, and any other meetings as directed. This includes agenda preparation and distribution, paper & report drafting, minute taking and action follow up.
- Coordinate the administration for strategic planning processes, annual planning processes and quarterly reporting.

#### Policies, Procedures and Systems

- Maintain systems and processes that enable smooth operations and effective information flow across the organisation.
- Oversee the Policy & Procedure Review Cycle, ensuring that key documents are moving through review stages (owned by different staff and committees), are ready for approval by the Board, and are updated and communicated to all EV personnel.
- Maintain the register of organisational policies and procedures and ensure it is accessible to all staff, Board and volunteers.

#### Governance Support

## Executive Assistant Position Description



- Oversee the Membership Application process on behalf of the CEO. Process applications through to approval by the Governance Committee.
- Provide limited administrative support to Environment Victoria's Board, in particular the President, in ensuring the Board's work plan, rhythms and meetings are all well planned and efficient.
- In collaboration with other staff, organise the event logistics for the Annual General Meeting.

### Other Team Support

- Collaborate with other Senior Managers to provide support on priority initiatives when needed.
- Provide back-up support to the Administration Team as required (answering phones, handling inquiries, providing leave cover, etc).

### SELECTION CRITERIA

#### *Essential*

- **Values & Purpose alignment:** ability to demonstrate and authentically promote Environment Victoria's purpose and values.
- **Stakeholder engagement and interpersonal skills:** strong interpersonal skills, and a commitment to inclusivity and diversity. Strong experience liaising with senior external stakeholders. Confidence in upholding a high degree of integrity, discretion, and confidentiality with sensitive information that the CEO interacts with. Ability to work autonomously and as part of a team.
- **Executive coordination and support:** Executive-level meeting, calendar, email and diary coordination with a track record of Executive-level leaders feeling more organised, clear in their priorities and impactful.
- **Technology-enabled business support:** Proven strong expertise and confidence in a range of technology-enabled business support and confidence using the Microsoft suite of applications.
- **Prioritisation and organisational skills:** Excellent organisational skills with timeline management, strong attention to detail and ability to manage multiple delegated tasks at one time and work to deadlines.
- **Excellent verbal and written communication:** High-level executive communication skills demonstrated in written and verbal communication, with demonstrated experience independently leading communication tasks.
- **Demonstrated initiative and problem solving:** An openness to doing things differently, thinking innovatively, with experience of supporting innovative ways of working, and seeking continuous improvement in operating approaches.

## Executive Assistant Position Description



### *Desirable*

- Minimum of 5 years' experience in Business Support, Project Administration role or as an Executive Assistant (or similar senior administrative role).
- Experience working in a campaigning organisation.
- Experience in project administration for complex projects, and confidence in articulating, scheduling and following up work tasks and identifying dependencies and barriers.

### **THE BENEFITS OF WORKING AT ENVIRONMENT VICTORIA**

We believe in the power of people to make a meaningful impact across the state. We are proud of our team culture and work with intention to foster a workplace grounded in our core values of love, justice, courage, innovation and impact.

Environment Victoria Enterprise Agreement also offers excellent conditions, including:

- Annual automatic wage increases and a competitive pay scale that allows people to progress annually within their pay range.
- 5 weeks pro rata annual leave. With additional gratis leave days for Easter Tuesday, Melbourne cup Monday and the days between Christmas and New Year.
- Rider-friendly office facilities, such as showers and secure bike storage
- Subsidized car sharing for personal use.
- Access to an Employee Assistance Program, which includes counselling, financial advice, and managerial support.
- Leave policies to cater to a variety of diverse needs, including (but not limited to):
  - Paid overtime at 1.5x for additional directed hours
  - One day additional leave per year for house moving
  - Paid parental leave increasing from 18 weeks to 22 weeks by 2027, including support for both birthing and non-birthing parents, and accessible from 6 months of service.
  - 12 days of leave for menstrual and menopause-related needs.
  - 10 days of leave for First People's Cultural Leave, for Sorry Business or observing other cultural events, occasions or ceremonies.

## Executive Assistant Position Description



### TERMS AND CONDITIONS

The position is a maximum-term position both due to funding and the desire to trial the need for and impact of the role (which is new at Environment Victoria). At the conclusion of the maximum term, and depending on funding, the organisation will review whether the role should become permanent. The role is largely office-based to ensure ready availability to both the CEO and other stakeholders, however some work-from-home arrangements can be accommodated.

This position is classified as EV3. The commencing pay point will be determined by the successful candidate's number of years of relevant experience, as defined in the Environment Victoria Enterprise Agreement.

- Environment Victoria is an equal opportunity employer
- Environment Victoria staff are required to operate in a manner consistent with organisational policies
- After hours and weekend work will be required on occasion and is covered by flexi time and time-off-in-lieu provisions
- Applicants must have the right to work in Australia, including a valid, appropriate, visa where applicable

### REPORTING

The successful applicant will report to the People & Operations Manager, but will have a dotted-line reporting relationship to the CEO, who they will largely be supporting.

### HOW TO APPLY

To apply for this position please submit the following:

- A cover letter explaining your interest in the role and how you meet the key selection criteria (maximum 2 pages).
- A current CV (maximum 4 pages).

Please email your application to [work@environmentvictoria.org.au](mailto:work@environmentvictoria.org.au).

Applications close 18<sup>th</sup> January 2026. Interviews will be held from late January to early February.

The position will ideally commence in late February.

## Executive Assistant Position Description



We strongly encourage applications from Aboriginal or Torres Strait Islander people, people of colour, women, people with disability and members of the LGBTIQ+ community.

All applications received will be screened to ensure they include the requested information in the appropriate format. Applicants will be advised if they have submitted an invalid application enabling them to resubmit before applications close.

For more information about the position or how to apply, contact People & Operations Manager on [b.koch@environmentvictoria.org.au](mailto:b.koch@environmentvictoria.org.au).