



NSW Service for the Treatment
and Rehabilitation of Torture
and Trauma Survivors

STARTTS VACANCY

EXECUTIVE ASSISTANT TO THE CEO #1010-1

Do you want to work in one of Australia's leading organisations providing treatment and rehabilitation to torture and trauma survivors; that's quality focused, diverse & committed to making a difference in the lives of vulnerable people in communities?

Come & join us!

THE ORGANISATION

"STARTTS is a not-for-profit Affiliated Health Organisation focused on providing a broad range of services to refugees in NSW. The focus of STARTTS approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths."

THE ROLE

The Executive Assistant to the CEO will play a pivotal role in ensuring strategic and operational alignment across multiple areas. This includes providing high-level decision support and leadership in managing complex relationships with internal and external stakeholders. The role is responsible for equipping the CEO with the necessary information and resources to effectively manage the expanding organisational structure and meet strategic goals.

Additionally, the Executive Assistant provides a comprehensive range of high-level personal and administrative support to the CEO. This includes managing the CEO's personal and professional schedules, facilitating communication, and ensuring preparedness for all engagements. The role is central to delivering proactive, efficient support for all matters related to the CEO's office, including liaising with the Board, Senior Management, staff, community leaders, and Government stakeholders. Close collaboration with the Executive Support Team ensures seamless support for the CEO and the Executive.

PERKS & BENEFITS

- Employment with attractive leave entitlements including 14 weeks paid parental leave, 4 weeks annual leave and paid Accrued Day Off (ADO) (full-time employees only) and other entitlements.
- Salary packaging options that reduce your taxable income and increase your take-home pay.
- Great education opportunities through our Training department.
- Access to our Employee Assistance Program (EAP) for staff and family members.
- Discounted gym memberships with a Fitness Passport.
- Flexible hybrid work

Position No: 1010-1

Closing date: Friday 15 November 2024

Enquiries: Nikki Kerr on (02) 9646 6700

Work Type: Full Time; 38 hours per week. Contract up to 30 June 2026 (Continuation subject to ongoing funding)



STARTTS VACANCY

Location: Carramar

Salary: Health Manager Level 1. A generous salary packaging scheme is also offered.

Vaccination Requirement: Category B

ESSENTIAL REQUIREMENTS

1. Proven experience supporting C-level executives in a strategic administrative capacity.
2. High-level problem-solving skills, with the ability to make decisions that impact strategic outcomes.
3. Exceptional stakeholder management and communication skills, both verbal and written, including the capacity to liaise at the senior management and board levels.
4. Demonstrated ability to implement strategic decisions and manage complex schedules.
5. Advanced knowledge of office management systems and applications including Microsoft Office Suite, One Drive, and SharePoint and project management tools.
6. A keen understanding of confidentiality, high-level discretion, and professional judgment in all matters pertaining to the CEO's office.
7. Ability to manage complex and competing priorities in a high-pressure environment.
8. Ability to work independently and in culturally and linguistically diverse teams, adapting work practices to changing needs.
9. Current NSW Driver's License.

DESIRABLE CRITERIA

1. Experience working in a multicultural and multidisciplinary environment and/or the non-profit or public health sector.
2. Formal qualifications in business administration or management.

*This position is not considered child-related employment and will require a National Police Check.

VACCINATION REQUIREMENTS

****This role is a Category B role.** While it is strongly recommended that **Category B** workers be vaccinated for COVID-19, influenza, and other transmissible diseases, it is not mandatory to have these vaccinations.

Should you be unable to comply with the vaccination recommendations before your commencement date, it will not affect your offer of employment.

HOW TO APPLY

To be considered for this position, please ensure you address the selection criteria as thoroughly as possible.

1. Complete a <https://www.startts.org.au/jobs/employment-application-form/>
2. Write a **Statement Against the above Essential Requirements** outlining how you meet the selection criteria (see the guide "[How to apply for a job at STARTTS](#)")



3. Submit an up-to-date **Curriculum Vitae (CV)**
4. Provide copies of relevant Qualifications if applicable (overseas qualification must be assessed by an appropriate Australian body to be considered)
5. Statements of Service from previous relevant roles (if applicable, please ask us for a sample)
6. A cover letter is optional.
7. Email your application and supporting documents to: STTS-Jobs@health.nsw.gov.au