

Position Description

Executive Administrator and Grant Coordinator

Organisation Purpose

Palliative Care Victoria is the peak body representing palliative care providers, consumers and their families, and those with an interest in palliative care in Victoria.

Our vision is that all Victorians with a life limiting illness on their families are supported to live, die, and grieve well.

We work to achieve our vision through leadership, advocacy, information, support and capacity building, in accordance with our values of respect, collaboration, integrity and compassion.

We focus on achieving these strategic outcomes:

- a vibrant, strong, and innovative palliative care sector in Victoria;
- increased community understanding of what to say and do when facing life limiting illness, death, grief and loss;
- improved access by Aboriginal people and CALD communities to culturally responsive palliative care; and
- growing innovative, effective and sustainable volunteering.

A committed board of nine volunteers provide sound governance. A team of four to five staff works collaboratively with our stakeholders and members. We are also the go-to organisations for members of the public seeking relevant information, support and services.

Primary Focus of Role

The primary focus of the role is to provide support and assistance to the Chief Executive Officer of Palliative Care Victoria, including administration, research, writing, handling contract and grants and other administrative tasks as required.

This role requires the exercise of autonomy and works with limited direction from senior employees/management/board to support the seamless operation of Palliative Care Victoria.

The post holder must maintain a high level of confidentiality with sensitive organisational information and when dealing with all stakeholders. The ability to be diplomatic, flexible in approach and adaptable to changing environments will be important.

The secondary focus of the role is to handle grants to support Palliative Care Victoria and its members. This requires seeking, publishing and applying for relevant industry grants which will further the development of palliative care in Victoria.

Key Responsibilities and Characteristics of Role

1. Proactive executive support to the Chief Executive Officer on a range of activities including controlling and co-ordinating day to day requirements, preparation of materials for key meetings, standard reporting, presentations, minutes, agendas and business cases to a high standard.
2. Having the scope to manage grant applications and processes on behalf of the organisation.
3. Having the scope to influence the development, planning, controlling and evaluation of projects which support the strategic intent of Palliative Care Victoria.
4. Work within budgetary constraints.
5. Conduct research as required including writing research article reviews for Palliative Care Victoria communications, utilising high level analytical and interpretation skills.
6. Have the scope to influence and contribute to the development/review of policies and procedures.
7. Contribute to the development and implementation of strategic and operational plans, supporting the reporting of both in partnership with the Palliative Care Victoria team.
8. Exercising a degree of autonomy within the Palliative Care Victoria team and its membership.
9. Effectively manage time to ensure that all expectations of the role are achieved.
10. Appreciating the long-term goals of Palliative Care Victoria.

Selection Criteria for Role

1. Evidence of tertiary qualification in a relevant field and analytical thinking skills.
2. Demonstrated experience and competence through previous appointments/service of providing high level administrative support on a range of activities to executive management, Chief Executive Officer or similar.
3. Demonstrated experience and competence through previous appointments/service in seeking and applying for grants.
4. Excellent communication skills, with the ability to build and maintain strong team and stakeholder relationships.
5. Experience with and understanding of managing confidential information.
6. Excellent organisational skills and professional verbal and written communication skills.
7. A flexible, positive and diligent attitude towards changing workflows with a demonstrated commitment to the values and vision of Palliative Care Victoria.
8. Project handling and/or research experience will be highly regarded.
9. Experience in a similar role in a not-for-profit organisation will be highly regarded.

Required Behavioural Competencies

The following behavioural competencies are required for this position:

Self-awareness and awareness of others

- Use self-reflection and feedback from others to foster personal growth.
- Demonstrate awareness of and respect for the needs of others.

Aligned with Palliative Care Victoria's values, Policies, and Structures

- Behave in accordance with Palliative Care Victoria's values of collaboration, integrity, respect and compassion.
- A high level of interpersonal skills to negotiate and achieve mutually agreed outcomes, rather than engaging conflict.
- Comprehensive knowledge of Palliative Care Victoria's policies and procedures.
- Knowledge of the role of Palliative Care Victoria, its structure and services.

Initiative and accountability

- Exercise a degree of autonomy in establishing the operation of the role's primary and secondary focuses.
- Take initiative and seeks advice and support appropriately.
- Responsive to direction, feedback and support from their manager.
- Accept personal responsibility and accountability for performance and decision-making.

Drive and commitment

- Display self-motivation, enthusiasm and a positive attitude.
- Demonstrate an excellent work ethic as evidenced by productivity and work quality.

Innovative flexible and resourceful

- Seek out relevant information and is open to the ideas and contributions of others.
- Use a creative, innovative, and resourceful approach to create value.
- Adaptable and flexible in the face of changing needs and priorities.

Ongoing learning

- Demonstrate your commitment to continuous learning and development.
- Use experiences and mistakes as opportunities for learning.

Application & selection process

1. Application preparation

Before applying for this position please familiarise yourself with:

- Palliative care Victoria's website including our recent annual reports and strategic plan <https://www.pallcarevic.asn.au/>
- Victoria's end of life and palliative care framework <https://www.health.vic.gov.au/publications/victorias-end-of-life-and-palliative-care-framework>

Application preparation cont'd

Having considered this material if you have any further important questions about this position, please contact Palliative Care Victoria by email info@pallcarevic.asn.au or phone 03 9662 9644.

2. Application documents

Please provide:

- a. A short letter that conveys your motivation and suitability for this role and the contribution you could make to PCV.
- b. A short CV that identifies your relevant credentials, expertise and experience for this role.
- c. A concise statement addressing how you meet the selection criteria (no more than four pages).

3. Submission and closing date:

Please email your application (preferably in the order given above as a single PDF document) to: vplatt@pallcarevic.asn.au

Applications close at 5pm on Friday 10 February 2023, however suitable candidates may be interviewed prior to the closing date.

4. Assessment of shortlisted applicants

The assessment process is likely to include:

- interview/s conducted by a selection panel;
- a written or oral activity;
- discussion with nominated professional referees; and
- a meeting with the PCV team.

5. Offer of employment conditional in pre-employment conditions

An offer of employment to the selected candidate will be made subject to:

- a criminal record clearance;
- evidence of professional qualifications; and
- a statutory declaration that the person does not have an existing injury or illness that would adversely impact on performance in the role.

Appointment to the position will include a six-month probation period – ongoing employment is subject to satisfactory performance and behavioural competence within that period.

6. Notification of Applicants – PCV will advise all applicants of the outcome of their application. This may not be done until the successful applicant has accepted the offer of appointment.

Thank you for your interest in the position.

We look forward to receiving your application by 5pm on Friday 10 February 2023.