

Position Description

Position Title:	Executive and Administrative Support Officer
Employment Type:	Part time
Hours of Work:	0.6 FTE (22.8 hours per week)
SCHADS Classification Level	3.1
Reports to:	CEO
Direct Reports:	Nil

About the Mental Health Council of Tasmania:

The Mental Health Council of Tasmania (MHCT) is the peak body representing the mental health and wellbeing needs of all Tasmanians, and the community organisations that work with and support them. We work closely with the government to amplify the voices of our members and Tasmanian communities, to provide input into public policies and programs. We advocate for reform and improvement within the Tasmanian mental health system.

Our purpose:	Strengthen and advocate for our communities and service providers to support the mental health and wellbeing of all Tasmanians.
Vision:	Every Tasmanian has access to the resources and support needed for good mental health and wellbeing
Values:	Compassionate and respectful, collaborative, and supportive, responsive, and adaptive, leading, and engaging

Position Summary:

The Executive and Administrative Support Officer provides essential administrative support to the CEO and contributes to the smooth and efficient operation of the MHCT office. This role is responsible for key administrative functions including WHS coordination, office management, travel arrangements, expense processing, and supporting organisational wellbeing activities. The position requires a proactive and organised individual capable of managing diverse tasks and providing high-quality administrative support.

Duties and Responsibilities:

Executive Support

- Manage the CEO's calendar efficiently and effectively, including scheduling appointments and meetings.
- Coordinate and arrange travel and accommodation for the CEO, ensuring adherence to MHCT travel policies.
- Undertake ad hoc administrative tasks as required by the CEO (this may include some board related tasks).

Financial Administration

- Accurately input expenses and invoices into the XERO financial accounting system.
- Assist with basic financial reconciliation tasks as directed.

Office and Administrative Management

- Coordinate office maintenance, including liaising with external contractors and managing office supplies (stationery, kitchen, etc.).
- Oversee and coordinate Work Health and Safety (WHS) procedures, including monthly inspections and reporting results to the CEO.
- Ensure fire equipment testing and tagging is undertaken annually.
- Support the new employee Induction Program and new employee set up (e.g., desk and IT arrangements).
- Maintain MHCT stakeholder registers and contact lists.
- Provide backup administrative support for events, including preparation of materials and logistical assistance.
- Administer passwords as required.

Organisational Wellbeing

- Coordinate MHCT Health and Wellbeing activities in consultation with the CEO and in line with organisational requirements.

Required Skills and Personal Attributes:

The position requires a self-motivated, organised, and friendly professional with strong administrative capabilities.

- Demonstrated experience in providing administrative support, particularly to senior management.
- Proficiency in XERO financial accounting systems for expense and invoice input.

- Intermediate to strong computer literacy, particularly with Microsoft 365 products (Word, Excel, Outlook).
- Strong organisational and time management skills with the ability to manage multiple tasks and prioritise effectively.
- Excellent written and verbal communication skills, with a professional and confidential approach.
- Demonstrated ability to build and maintain positive working relationships.
- A proactive attitude and willingness to learn and adapt to changing priorities.
- An understanding of basic WHS principles and office management best practices.

Key Performance Indicators:

- CEO's calendar is managed efficiently and effectively, with appointments scheduled accurately.
- Travel and accommodation arrangements for the CEO are coordinated seamlessly and cost-effectively.
- Expenses and invoices are accurately and timely inputted into XERO.
- Office maintenance and supply levels are consistently managed, ensuring a functional workspace.
- WHS inspections are undertaken monthly, and results are reported to the CEO.
- Organisational wellbeing activities are coordinated in line with MHCT requirements.
- Ad hoc tasks from the CEO are completed accurately and within agreed timeframes.

Selection Criteria:

Essential criteria:

- A minimum of 24 months office administration experience, including support to senior staff.
- Demonstrated experience in using XERO for inputting expenses and invoices.
- Strong organisational and time management skills, with the ability to manage a varied workload.
- Intermediate to strong computer skills, particularly with Microsoft 365 products.
- Demonstrated experience in coordinating office management tasks, including WHS procedures and maintenance.
- Experience in coordinating travel and accommodation arrangements.
- Proven ability to manage diaries and schedule appointments effectively.
- Demonstrated experience in building and maintaining positive working relationships and providing quality customer service.
- Satisfactory criminal records check



Desirable criteria:

- Experience or understanding of the Not for profit or community sector