



## Position Description: Executive Officer

Position Title	Executive Officer (EO)
Responsible to	Chief Executive Officer (CEO)
Position Status	Full time (negotiable)

### The opportunity:

**Are you an exceedingly organised, highly respected administrator, who eats detail for breakfast?**

**Are you passionate about equity and inclusion, and perhaps looking for some more flexibility and fulfilment in your work life?**

New Horizons Tasmania is a national leader in the inclusive sport and recreation space, creating and running programs for local people with disability right around the state. Our innovative, people-centred organisation is seeking a new team member to take on an integral position.

### Primary Objective

The Executive Officer (EO) at New Horizons Tasmania (NHT) is an exciting new role, working with one of Tasmania's most dynamic for-purpose organisations. Our EO will be responsible for supporting the CEO and Board of New Horizons Tasmania and overseeing all administrative and compliance functions.

Through a highly collaborative approach, the EO will work with the the CEO in ensuring New Horizons Tasmania is achieving its strategic direction, meeting all reporting regulations, managing financial obligations, and overseeing all Board communications, registers, Workplace, Health & Safety (WHS) management, National Disability Insurance Scheme (NDIS) (Quality & Safeguards) registration, and Human Resource (HR) compliance.

### Role Responsibilities

The EO is responsible for high level administrative coordination, including support to CEO, staff management, budget oversight and accountability for the administrative functions across all areas of the organisation, including:

- Management of governance activity through active engagement with the Board (and associated committees) – e.g., attending all Board and sub-committee meetings, and the preparation and management of agendas and all relevant papers.
- Ensuring completion and lodgement of statutory forms/returns and reporting requirements of relevant legislation/regulation.
- Management and maintenance of all policies and procedures in alignment with all quality management system, including Work Health and Safety and Human Resources (in conjunction with a contracted HR and WHS support agency).
- Curation of relevant partner organisation policies and sector standards, in consideration of NHT's requirements, i.e., scheduling venue checks and monitoring the alignment of child-safe requirements.
- Reporting on different functions of the organisation, requiring timely and accurate curation of information and the drafting of reports in collaboration with other staff. Reporting functions including project and grant progress reports and acquittals.
- Providing support and advice to regional coordinators and other staff as relevant, particularly around incident reporting, volunteer and causal staff recruitment /management and venue and program WHS issues (using information supplied by our HR and WHS contract agency).
- Potentially co-managing NDIS (Quality and Safeguards) registration.
- Any other reasonable duties as directed by the CEO and within known skills, knowledge, and capabilities.

### **Role Capabilities and Skill Requirements**

1. High level organisation and time management skills, and a keen eye for detail and accuracy.
2. Expertise in all administrative, financial, policy and quality systems management and reporting skills.
3. Relevant, demonstrated experience in governance, risk management and compliance.
4. Articulate communicator (written and verbal) and relationship builder who seeks to empower other team members and works collaboratively across all operations.
5. Critical, strategic thinker who analyses risks and makes sound decisions.
6. Well developed skills in the MS Office suite of programs
7. Ability to quickly adapt to changing priorities.
8. Values societal inclusion and equity.

### **Essential Requirements**

- Working with Vulnerable People Card (WWVP)
- current drivers' licence.

People with lived experience of disability are encouraged to apply.