Position Description

Position:	Board Secretary & Executive Assistant to the Chief Executive Officer
Department:	Administration
Location:	Omeo, Victoria (on-site or hybrid as approved; remote considered)
Reports to:	Chief Executive Officer (line management) & Board Chair (functional accountability for Board secretariat matters)
Enterprise Agreement:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025 – 2027
Classification:	HS3

The Organisation

Omeo District Health (ODH) is a Small Rural Health Service that provides a broad range of health and support services to our local communities. These include urgent care, acute care, transitional care (community and residential), residential aged care (permanent and respite), primary care, home-based care, and community-based/district nursing.

Located in the East Gippsland High Country, ODH serves the Omeo and District region as the gateway to Victoria's spectacular Alpine region. The area is surrounded by national parks, mountains, rivers, and lakes, offering year-round outdoor recreation. Omeo is home to the newly opened Omeo Mountain Bike Park and is situated just 55 kilometres from Hotham Alpine Resort.

Consistent with our purpose, we aim to promote and enhance the health and wellbeing of the people of the East Gippsland High Country.

We do so by:

- Reaching out to our local rural community in the planning and delivering of our services.
- Building a highly engaged and skilled team of health care professionals and volunteers with a commitment to creating a culture of achievement and service excellence.
- Developing sustainable health care service models and ensuring that we comply with our legislative, ethical and statutory obligations and,
- Investing in strategic partnerships and alliances that help achieve better service outcomes.

ODH is an equal opportunity employer and has adopted a common set of values and code of conduct that drive our everyday work:

C Compassion
A Accountability
R Respect
E Excellence

Our people are at the heart of our organisation — regardless of role. Every day, they make a meaningful difference in the lives of our consumers and their families, reflecting our deep commitment to care and community.

Omeo District Health believes that diversity, equity, and inclusion (DEI) are essential to building a thriving workplace and a stronger, more connected community. We are committed to fostering a culture where everyone — regardless of background, identity, or experience — is valued, respected, and empowered to contribute their best.

Department

The Administration Department provides organisation-wide support across corporate governance, executive and Board services, organisational communications, and corporate administration, coordinating governance processes and supporting the effective operation of the Board of Directors and its Committees to ensure compliance with legislative, regulatory, and accreditation obligations.

Within the department, the Board and Executive Governance function supports the Board, its Committees, and the CEO in discharging the governance, statutory, and regulatory obligations of ODH as a public health service established under the Health Services Act 1988 (Vic). The function holds the integrity of the organisation's governance record — the forward governance schedule and Board calendar, papers and minutes, the statutory and governance registers, the Board portal, the compliance calendar, and statutory reporting including the Annual Report and Annual General Meeting (AGM). It operates at the confidential centre of the organisation and is held to a correspondingly high standard of accuracy, discretion, and reliability.

Position Summary

The Board Secretary & Executive Assistant to the CEO combines two distinct disciplines: professional Board and Committee secretariat, and high-level executive support to the CEO.

The position is accountable for the end-to-end secretariat of the Board, all Board Committees, and ODH operational governance committees — in the order of twelve to fifteen standing committees in addition to the Board, most meeting bi-monthly or quarterly, with the full cycle scheduled annually in advance. It also provides governance advice, applying working knowledge of the Health Services Act 1988 (Vic), the ODH By-Laws and Standing Orders, Committee Terms of Reference, Director duties and liabilities, and conflict of interest management. The CEO remains the accountable officer. As Executive Assistant, the position provides confidential, anticipatory support to the CEO including diary and inbox management, correspondence, briefing preparation, and tracking of CEO commitments across a complex regional and statewide stakeholder environment.

The CEO is the line manager for performance, leave, development, and priority setting. Where a direction from the Board Chair and a direction from the CEO cannot be reconciled, the incumbent raises the matter promptly with the CEO, who resolves it in consultation with the Chair.

Driving the Forward Governance Schedule

This is the defining accountability of the role: the position owns, builds, and drives the annual Board calendar and forward agenda plan for the Board and every committee. A schedule of this scale runs on sustained forward momentum — papers commissioned in good time, Terms of Reference obligations discharged within the cycle, and reporting commitments met ahead of deadline. The successful candidate will work months ahead as a matter of habit and drive authors, Executive, and Committee Chairs to the dates they have agreed, with the CEO's express mandate to do so.

Reception and general administrative cover

From time to time, the incumbent provides short-term reception cover in the event of unplanned or sick leave where no other cover is available. This is by exception and requires CEO approval on each occasion.

Priority of Duties

Where demands compete, the following order of precedence applies and is to be used by the incumbent to self-manage workload without seeking direction on each occasion: (1) forward governance schedule and Board and Board Committee secretariat; (2) executive support to the CEO, including matters with external, Departmental, Ministerial, or regulator deadlines; (3) operational committee secretariat; (4) corporate records, registers, and document control; (5) general reception and administrative cover.

Key Selection Criteria

Essential Qualifications & Experience

The forward governance schedule, the integrity of the governance record, and the timeliness of Board papers rely on capability the incumbent brings from day one.

- A relevant tertiary qualification in governance, business, law, public administration, or a related discipline; or a Governance Institute of Australia Certificate in Governance Practice; or demonstrated equivalent experience of comparable depth.
- A minimum of five years' experience in a board secretariat, company secretarial, governance, or senior executive support role, including at least three years with direct and primary responsibility for minute taking at board or committee level.
- Demonstrated experience owning and driving a forward governance calendar and agenda plan across multiple committees, with specific examples of planning systems established or maintained and of holding authors and senior stakeholders to agreed dates.
- Demonstrated experience providing governance advice to a Chair, board, or chief executive on meeting procedure, director duties, or conflict of interest management, within a legislated or regulated environment — for example a statutory authority, public sector agency, or entity subject to the Corporations Act.
- Proven ability to take accurate, concise, legally defensible minutes of complex meetings, and to maintain statutory and governance registers, action registers, and a compliance calendar to an audit-ready standard.
- Demonstrated capacity to manage concurrent and overlapping meeting cycles to fixed, non-negotiable deadlines with minimal supervision, anticipating requirements rather than responding to prompting, with an exacting standard of attention to detail and accuracy.
- Substantial experience providing confidential executive support at Chief Executive, Director, or Board level, including proactive diary, inbox, and commitment management.
- Advanced proficiency in Microsoft Office (Word styles, templates, document assembly), Microsoft Forms, and Adobe Acrobat (assembly, bookmarking, redaction, secure distribution of large documents).
- Demonstrated Microsoft SharePoint administrator capability — site and library configuration, permissions, version control — sufficient to administer the ODH Board portal without external support.
- Sound political judgement, strong interpersonal skills, and demonstrated discretion in handling confidential, sensitive, and politically significant information, including where stakeholders are known to one another personally.

Where an otherwise strong candidate does not meet every essential requirement, appointment may proceed only with a development plan agreed with the CEO and Board Chair at the point of offer, specifying the gap, the support ODH will provide, the milestones, and the date by which the standard is to be met.

Desirable Qualifications & Experience

- Governance Institute of Australia certification beyond the Certificate in Governance Practice, or current membership.

- Working knowledge of the Health Services Act 1988 (Vic) and experience in a Victorian public health service or other statutory authority, including Statement of Priorities / Annual Plan and Departmental attestation requirements.
- Experience coordinating an Annual Report, Annual General Meeting, or equivalent statutory reporting and public event cycle, and supporting board director recruitment, induction, and evaluation.
- Familiarity with accreditation frameworks relevant to ODH, including the NSQHS Standards and the Strengthened Aged Care Quality Standards.
- Experience with records management, archiving, and Freedom of Information processes.
- Experience living or working in a rural or remote community.

Employment Conditions and Compliance Requirements

This position is conditional upon and subject to:

- Valid Australian work rights; satisfactory National Police Check, Working with Children Check, and NDIS Worker Screening.
- Compliance with Victorian Department of Health immunisation requirements for public sector health employees, including annual influenza vaccination, and provision and ongoing maintenance of documented evidence of immunity or serology in accordance with ODH Infection Prevention and Control policies — including (but not limited to) Hepatitis B, Measles, Mumps, Rubella, Varicella, and influenza.
- Annual completion of mandatory training; capacity to safely perform the inherent requirements of the role, including physical and psychological requirements; and provision of accurate and current information regarding qualifications, training, registrations, and licences.
- Holding and maintaining a valid driver's licence, with an obligation to notify the Employer of any suspension, cancellation, or relevant driving offence.
- Availability to attend Board and Committee meetings, including those outside ordinary business hours, and the AGM and other corporate events. Reasonable flexibility in working arrangements will be agreed with the CEO.
- Execution of, and continuing compliance with, the ODH Confidentiality and Conflict of Interest provisions; ongoing satisfactory work performance; and any other lawful requirements necessary to meet the operational needs of the Employer.

Key Responsibilities

Forward Governance Schedule and Board Calendar

- Build, own, and drive the annual Board calendar and meeting cycle for the Board and all Committees, published in advance of each year, with cycles deliberately spaced to avoid deadline collisions across concurrent paper cycles.
- Establish and maintain a forward agenda plan with at least 80% of items scheduled six to twelve months ahead, with author, due date, and reporting cycle against each; map every Terms of Reference obligation to a scheduled item; and give the CEO and each Chair assurance that all will be discharged within the year.
- Issue forward notice to authors well ahead of each due date, and actively drive authors, Executive, and Committee Chairs to the dates they have agreed.
- Monitor schedule health continuously, identify slippage early, and escalate to the CEO while recovery remains straightforward — including where meeting volume or scheduling creates a foreseeable risk to the standards below.

Board and Committee Secretariat

Scope: the Board of Directors; Board Committees (typically six to eight); and operational governance committees (typically five to seven).

- Provide professional secretariat services in accordance with the ODH By-Laws, Standing Orders, and each Committee's Terms of Reference, including meeting logistics, attendance, apologies, and quorum records.
- Prepare, quality-assure, and distribute agendas and complete papers no later than five (5) business days before each meeting — issuing paper requests with lead time, tracking submissions, following up overdue papers with authors and their managers, and escalating to the CEO before the distribution deadline. Check every paper for template compliance, completeness, version and date control, recommendation wording, and consistency with prior resolutions.
- Attend all meetings and record accurate, concise minutes constituting the formal record of the organisation's decisions — resolutions, declarations of interest, dissent, and actions — and provide draft minutes to the Chair within three (3) business days.
- Populate the resolution register at the point papers are distributed, entering each proposed resolution as it appears in the papers, then confirming or amending/updating after the meeting. The register is a live governance instrument, built ahead of each meeting, is to record every resolution item, including those withdrawn, differed or rejected, with the correct status in both register and minutes.
- Carry resolution wording consistently through papers, register, and minutes, so the record reflects each resolution exactly as moved and carried.
- Update the resolution and action registers within one (1) business day; follow up and report outstanding actions at each subsequent meeting; maintain a consolidated cross-committee view, alerting the CEO to actions overdue, recurring, or at risk; reconcile the register against papers and minutes after each cycle; and manage in-camera and confidential sessions, including separate and secure handling, minuting, and storage.
- Maintain documented secretariat procedures to a standard allowing a competent external contractor or temporary appointment to run a full meeting cycle unaided. As the sole incumbent of a specialised function, the incumbent builds continuity into the documentation.

Governance Advice, Statutory Compliance and Registers

- Act as the organisation's principal source of practical governance advice to the CEO, Chair, Committee Chairs, and Directors on meeting procedure, quorum, delegation, Standing Orders, and Terms of Reference; and advise Directors on their duties and liabilities, conflict of interest declaration and management, and the distinction between governance and operational matters.
- Maintain the ODH statutory and governance registers — Directors, interests and conflicts, delegations, gifts and benefits, resolutions, and corporate forms — current, complete, and audit-ready at all times.
- Maintain the corporate compliance calendar tracking statutory, Departmental, and accreditation obligations and due dates, and support preparation, sign-off, and lodgement of Departmental reporting and attestations including Statement of Priorities / Annual Plan documentation.
- Monitor changes to legislation, Departmental policy, and governance guidance and brief the CEO; ensure By-Laws, Standing Orders, Terms of Reference, Board Charter, and Board calendar are reviewed on schedule with revisions formally endorsed and recorded; and manage governance documents within PROMPT.

Executive Support to the Chief Executive Officer

- Proactively manage the CEO's calendar, anticipating requirements, protecting time for strategic and statutory work, and ensuring the CEO is prepared for every commitment.
- Manage and triage the CEO's correspondence and inbox as agreed, drafting responses, identifying matters requiring personal attention, and ensuring nothing requiring action is lost

or delayed; and maintain a tracking system for CEO commitments and deadlines, providing status visibility without being asked.

- Prepare briefing materials, correspondence, reports, presentations, and spreadsheets to a high professional standard, including for Departmental, Ministerial, and regional audiences; and coordinate CEO travel, stakeholder engagements, and Executive Leadership Team meetings including agendas, minutes, and action tracking.
- Act as a first point of contact on behalf of the CEO with external stakeholders including the Department of Health, partner health services, alliance and network bodies, local government, and community members, exercising judgement about what requires the CEO's direct involvement.

Board Portal, Records, Reporting and Board Development

- Administer Microsoft SharePoint as the ODH Board portal — site architecture, libraries, metadata, version control, permissions, and Director access including onboarding and timely removal — and assemble, bookmark, optimise, and securely distribute consolidated board packs in Adobe Acrobat.
- Maintain the corporate filing system for current and archived records in accordance with the Public Records Act 1973 (Vic), and support Freedom of Information requests, subpoenas, and other formal information requests in coordination with the CEO, including collation and redaction.
- Lead production of the ODH Annual Report — planning, contributor coordination, compliance with Departmental Annual Report Guidelines and Financial Reporting Directions, design and print liaison, and on-time lodgement — and coordinate the AGM including statutory notice, and corporate events including Service Recognition Awards and the ODH Life Governor process.
- Coordinate Board Director recruitment, reappointment, induction, evaluation, and professional development, including Departmental nomination requirements and probity checks; maintain the Board Induction Manual; and keep accurate records of appointments, terms, expiry dates, committee memberships, training, and declarations.

Confidentiality, Discretion and Conflict of Interest

This position has routine access to in-camera deliberations, industrial matters, complaints, adverse events, legal matters, and confidential correspondence with the Department of Health, regulators, and Ministers. The Board and CEO place a high level of trust in this role. Sustaining that trust — so Directors and executives can deliberate candidly — is a core contribution of the position.

- Treat all Board, Committee, executive, employee, consumer, and commercially sensitive information as confidential, both during and after employment with ODH, and handle confidential and in-camera material in accordance with ODH policy.
- Apply consistent discretion in a small rural community, maintaining clear separation between information obtained through the role and personal, family, and community relationships. ODH recognises this is genuinely demanding in a community of this size, and the CEO will support the incumbent in managing informal approaches.
- Raise any actual, potential, or perceived conflict of interest with the CEO as soon as it arises. Early disclosure is expected and welcomed; a declared interest is a normal and manageable part of governance.
- Refer all media, Ministerial, and Departmental enquiries to the CEO without comment, and seek guidance where the handling of a matter is unclear. Asking is always the correct course.

Quality, Risk, Compliance and Organisational Responsibilities

- Participate in quality and safety improvement and accreditation preparation, including governance evidence for NSQHS and Strengthened Aged Care Quality Standards; and support the organisational risk register and reporting of risk to the Board and Committees.
- Identify and implement improvements to governance processes, templates, systems, and documentation, proposing these to the CEO rather than waiting to be directed; and provide general reception and administrative cover from time to time, subject to the order of precedence under Priority of Duties.
- Comply with relevant legislation including the Health Services Act 1988 (Vic), Public Records Act 1973 (Vic), Privacy and Data Protection Act 2014 (Vic), Health Records Act 2001 (Vic), and Freedom of Information Act 1982 (Vic); work in accordance with ODH Work Health & Safety and Infection Prevention and Control policies; report incidents and hazards; act consistently with the ODH Code of Conduct and values; and perform any other task appropriate to the position as reasonably directed by the CEO or Board Chair.

Job Analysis: Identification of Physical and Psychosocial Hazards

While principally a corporate and governance role, this position is performed within a healthcare and residential aged care environment. The following outlines the general risk profile, to support appropriate workplace controls and safe work practices.

Hazard Type	Examples in Role	Potential Risks	Control Measures
Screen Use, Ergonomics & Manual Handling	Extended computer work, minute taking in long meetings, document assembly, virtual meetings; desk, chair, screen and lighting setup; moving and collating board packs, archive boxes, and records.	Eye strain, postural discomfort, musculoskeletal issues, fatigue, back strain.	Ergonomic workstation and assessment, adjustable seating, regular screen breaks, manual handling training, trolleys and assistance for heavy loads.
Travel, Slips, Trips & Falls	Travel to regional and statewide meetings and Departmental forums, including alpine and adverse weather; movement through clinical, aged care, and maintenance areas and unfamiliar venues.	Motor vehicle accidents, fatigue, injury from falls.	Travel policy compliance, journey planning, rest breaks, fatigue management, hazard awareness, prompt reporting.
Infection Exposure	Presence in healthcare and residential aged care environments, including during outbreaks.	Illness, infection transmission.	Vaccination compliance, IPAC procedures, hand hygiene, PPE, outbreak management.
Occupational Violence & Aggression	Reception contact with distressed consumers, families, or visitors; escalated complaints.	Psychological injury, stress, physical harm.	Prevention training, duress systems, incident reporting, debriefing, escalation pathways.
Workload & Time Pressures	Secretariat for the Board plus eleven to fifteen	Stress, burnout, fatigue, error under	Annual calendar with cycles deliberately spaced, forward

Hazard Type	Examples in Role	Potential Risks	Control Measures
	committees with overlapping cycles; peak load at Annual Report, AGM, accreditation and Departmental reporting; concurrent executive support.	time pressure, reactive working.	agenda planning six to twelve months ahead, stated order of precedence, early escalation of slippage, annual review of committee volume.
Dual Reporting & Role Conflict	Line management by the CEO alongside functional accountability to the Board Chair; two distinct disciplines in one role.	Role strain, divided loyalty, decision fatigue.	Documented order of precedence and escalation protocol referring conflicts to the CEO for resolution with the Chair; structured supervision.
Exposure to Sensitive Information	Sole custodianship of in-camera deliberations, industrial matters, complaints, adverse events, and legal documentation.	Isolation, emotional burden, confidentiality pressure, vicarious trauma.	Structured supervision with the CEO, Employee Assistance Program (EAP), confidentiality protocols, debriefing and wellbeing check-ins.
Interpersonal & Community Pressure	Driving authors, Executive, and Committee Chairs to agreed dates and following up overdue papers; working where Directors, staff, consumers, and their families are known personally.	Conflict, stress, avoidance behaviour, boundary strain, conflict of interest risk.	Explicit CEO mandate for the forward-scheduling and follow-up function, documented escalation pathway, leadership backing, conflict of interest declaration and management.
Sole Occupancy & Change	Sole incumbent of a specialised function with no internal peer; sector reform and governance change.	Professional isolation, single point of failure, difficulty taking leave.	Documented procedures enabling external backfill, forward schedule maintained ahead of planned absence, external professional networks.

Performance Evaluation and Review

Performance will be reviewed at three months, six months (end of probation), and annually thereafter by the CEO, with input from the Board Chair, against the standards below and agreed annual objectives. This position description will be reviewed annually, or earlier if the role changes.

Performance Standards and Measures

Performance is measured against the standards below, which describe the role operating as intended.

Accountability	Standard / Measure	Frequency
Forward agenda plan and calendar	• At least 80% of agenda items scheduled six to twelve months ahead with author, due date, and reporting cycle against each; • Every Terms of Reference obligation mapped to a scheduled item and discharged within the cycle; • Annual calendar published before the start of each year with cycles deliberately spaced.	Continuous

Accountability	Standard / Measure	Frequency
	• Any slippage escalated to the CEO early, while recovery remains straightforward.	
Papers and minutes	• Agendas and complete papers distributed no later than five (5) business days before every meeting; overdue papers escalated ahead of the deadline. • Draft minutes to the Chair within three (3) business days and accepted with no material corrections. • No paper reaches a meeting non-compliant with the template, undated, or missing a recommendation.	Every meeting
Resolution and Action Registers	• Register populated at the point papers are distributed, then confirmed, amended, or marked withdrawn after the meeting. • Wording identical across papers, register, and minutes other than live adjustments. • Every item acted on recorded with correct status. • Registers updated within one (1) business day; outstanding actions followed up and reported at the next meeting.	Every meeting
Registers, compliance and portal	• All statutory and governance registers current, complete, and audit-ready without notice. • No statutory, Departmental, or accreditation deadline missed. • Board portal accurate and correctly permissioned, with Director access provisioned before the first meeting and removed on the day of cessation.	Continuous
Executive support, self-direction and discretion	• CEO prepared for every commitment; no missed CEO deadline attributable to the secretariat function. • Work planned backwards from deadlines and delivered without reminder; risks raised in advance. • Confidential and in-camera material handled in accordance with policy; interests and conflicts raised with the CEO as they arise.	Continuous
Annual obligations	• Annual Report compliant with Departmental guidelines and lodged by the statutory deadline; AGM conducted with correct statutory notice. • Secretariat procedures documented and current, sufficient for external backfill. • 100% completion of mandatory training.	Annual

Probationary Objectives

A six (6) month probationary period applies. The ongoing standards above apply from commencement; the following establishment objectives will be assessed in addition, at three and six months:

- Forward agenda plan and annual meeting calendar established for the Board and all committees to the standards above, and a full secretariat cycle delivered for every meeting in the probation period.

- All governance and statutory registers reviewed, reconciled, and demonstrated to the CEO as audit-ready — including reconciliation of the resolution register against papers and minutes for the preceding twelve months, with a short written summary of variations found and corrected.
- Corporate compliance calendar established or verified as complete, with all obligations and due dates mapped for the coming twelve months.
- Working knowledge demonstrated of the Health Services Act 1988 (Vic), ODH By-Laws, Standing Orders, and all Committee Terms of Reference; and at least two substantive improvements to governance process, templates, or systems proposed to the CEO on the incumbent's own initiative.

Acknowledgement

I, ...

have noted this statement of duties and agree to undertake the duties specified in this position description, to observe all requirements of the organisation’s policies and procedures, and to accept the appointment in accordance with the responsibilities stated above. My signature acknowledges confirmation of the terms and conditions offered.

Signature: ____ Date: ....../...../.......