

Position Description



Date: October 2025

SECTION 1: POSITION IDENTIFICATION

Position Title: Executive Assistant to Chief Executive Officer

Classification level: 5

SECTION 2: POSITION RELATIONSHIPS

Position responsible to: Chief Executive Officer

Positions with direct responsibility to this position: Nil

This is a senior administration role reporting to the Chief Executive Officer (CEO), and working closely with the Executive Management Committee (EMC). This position collaborates with and supports the Business Operations Manager with the Board Support duties, in particular managing dates involving the Chief Executive Officer and Board of Directors, and communication between the Chief Executive Officer and Board of Directors.

SECTION 3: KEY RESPONSIBILITIES

Support the Chief Executive Officer with executive-level administration, strategic coordination and planning to facilitate the effective running of Rural Health West.

Ensure seamless communication and efficient operations across all Chief Executive Officer and executive functions, act as a liaison between the Chief Executive Officer, Executive Management Committee, Board of Directors and external parties, and manage confidential and time sensitive matters with professionalism and efficiency.

Actively contribute to the development of a culture consistent with the values of Rural Health West providing excellent customer service to the Chief Executive Officer, Executive Management Committee, partners and stakeholders.

SECTION 4: LEVEL OF RESPONSIBILITY

This is a senior administration role reporting to the Chief Executive Officer and liaising extensively with the Executive Management Committee, Operations Committee, employees, partners, and stakeholders.

SECTION 5: STATEMENT OF DUTIES

Provide executive assistance and support for the Chief Executive Officer including:

Support to the Chief Executive Officer

- Manage the Chief Executive Officer's calendar, schedule meetings, coordinate travel arrangements and ensure effective time management.
- Manage all aspects of the Chief Executive Officer's office including mail, filing systems, telephones, and liaising with IT consultants to manage technology and system set up as required.
- Anticipate the needs of and provide proactive support to ensure the Chief Executive Officer operates effectively and efficiently.

- Arrange dates, times and venues for meetings.
- Coordination and timely distribution of agendas and other papers for meetings, recording of minutes/notes and action items as required.
- Prepare, proofread and edit correspondence, reports, presentations and documents for the Chief Executive Officer as required.
- Liaise with key stakeholders on behalf of the Chief Executive Officer when required, including government funders, rural health professionals, partner agencies and stakeholders.

Operational and strategic support

- Assist with the preparation and tracking of executive priorities, projects and initiatives.
- Act as a liaison between the Chief Executive Officer, internal departments and external partners,
- Coordinate Executive Management Committee meetings, senior leadership meetings and other governance to management meetings as required and provide secretariate support when required (eg RHARG).
- Maintain Rural Health West Management Register of External Interests.
- Work with the Executive Management Committee and Operations Committee to ensure Rural Health West's performance and risk reports are current and available for the Chief Executive Officer and for Board of Directors reports.

Other duties

- Assist in the collation of research material, other reports, and drafting briefing papers.
- Contribute to the development of organisational strategies, plans and objectives.
- Reconcile credit card expenses for the Chief Executive Officer and submit to finance.
- Receive and manage info@ruralhw.com.au emails, distribution, follow up, escalation, and reporting as required. Support the transition of these duties to reception (in collaboration with Business Operations Manager) and only escalate to EA role where required.
- Escalate any complaints to the Chief Executive Officer for action and include on Complaints Register for Board of Directors as directed by the Chief Executive Officer.
- Other duties as directed.

SECTION 6: SELECTION CRITERIA

Essential

- Substantial relevant administrative experience at a senior level, ideally supporting a Chief Executive Officer or Board of Directors.
- Ability to work independently, with strong organisational and time management skills and attention to detail approach.
- Excellent interpersonal, negotiation, written and oral communication skills.
- Proficiency in the Microsoft Office Suite, including SharePoint, Teams and calendar management tools.
- High degree of professionalism, confidentiality and emotional intelligence.

Desirable

- Experience in health sector.
- Knowledge of rural Western Australia.

SECTION 7: APPOINTMENT FACTORS

Some additional after-hours and occasional weekend work will be required.

SECTION 8: RURAL HEALTH WEST'S VALUES

Living our Values

At Rural Health West we have four values that define how we complete business and work with each other and our customers every day. To ensure that we are staying true to these values, we have described and agreed the behaviours that we expect staff to display every day.

Community - we work hard to ensure rural communities have access to quality health services

- We provide solutions and services that support and enable the communities we serve
- We identify relationships and proactively work on building and nurturing them
- We respect and value difference and appreciate the views and beliefs of others
- We foster a culture in which people feel safe to discuss their views and opinions in a constructive manner

Integrity – we do the right thing, always

- We are consistent in all that we do
- We complete all interactions with professionalism and respect
- We listen, ask questions and make informed decisions

Innovation – we embrace change and strive for improvement

- We seek new opportunities and alternate solutions to achieve our vision
- We are aware of and adapt to current events and trends that impact our sector and community

Accountability – we value the trust placed in us by our customers, our partners and our funders

- We embrace our vision, mission, objectives and values
- We take full accountability for our development and always look for ways to improve our performance
- We are proactive, individually and as a team, to deliver business results
- We are risk aware and follow required policies and procedures

SECTION 9: CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.



23 June 2026

Signature: _____
Chief Executive Officer

Date: _____