



## FARE Position Description

<b>Job Title:</b>	Executive Officer	<b>Location:</b>	Canberra
<b>Team:</b>	Operation Team	<b>Position Type:</b>	Full-time (0.8 will be considered)
<b>Award:</b>	Social, Community, Home Care & Disability Services Industry Award 2010	<b>Classification</b>	6
<b>Reports to:</b>	Operations Director		
<b>Primary Job Purpose</b>			
The Executive Officer works closely with the Operations Director to coordinate FARE’s governance activities, Human Resources (HR), and support with Operational projects. The Executive Officer will also work closely with the leadership team on a variety of strategic and operational projects.			
<b>Responsibilities</b>			
<ul style="list-style-type: none"> <li>• Provides high-level support on organisational matters and support the Operations Director in meeting the strategic and operational imperatives of the organisation.</li> <li>• Drives key projects that contribute to the organisation’s success and ensures that they are aligned with FARE’s strategy and operational requirements.</li> <li>• Provides high-quality project support to the Senior Leadership Team.</li> <li>• Manages operational reporting, including administrative correspondence, the preparation of business cases, internal policy documents, briefing papers, and compliance reports.</li> <li>• Prepares and distributes Board meeting agendas, minutes, papers and communications and meeting follow-up.</li> <li>• Provide HR advice and guidance to the CEO and Operations Director.</li> <li>• Act as the first point of contact for general HR enquiries and assist the Operations Director in performance management processes.</li> <li>• Support the development and implementation of HR initiatives and systems.</li> <li>• Interpretation, and implementation of FARE’s HR policies and procedures.</li> <li>• Maintain employee records in accordance with FARE’s policies and relevant legislative requirements.</li> <li>• Develops, implements, and manages efficient processes and procedures to support the organisation’s corporate governance and HR needs.</li> <li>• Perform other duties as directed by the CEO and Operations Director.</li> <li>• Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct.</li> </ul>			
<b>People Management</b>	The position has no direct line management responsibilities		
<b>Budget Management</b>	The position has no budgetary responsibilities		
<b>Capabilities</b>			
<b>Qualifications/ Experience</b>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in HR, Business or related field with experience in a similar role, providing operational and tactical solutions to leaders.</li> <li>• Previous experience with implementing HR and people-based initiatives and programs with strong stakeholder engagement.</li> <li>• Demonstrated experience in contributing to and coordinating strategic and operational requirements in a small dynamic organisation.</li> <li>• Knowledge of relevant legislation and HR practises and processes.</li> <li>• Knowledge of relevant industry awards, current pay rates and industry trends.</li> </ul>		



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<b>Knowledge/ Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated high level analytical, conceptual skills and experience in developing options to address complex business problems.</li> <li>• High attention to detail to accurately draft and prepare HR related documentation.</li> <li>• Demonstrated organisational agility, including the capacity to manage multiple projects through to completion within expected timeframes with a high level of autonomy.</li> <li>• High level writing, reporting and analysis skills including proven experience in developing policy documents, briefing papers and high-quality business cases for strategic projects.</li> <li>• Advanced computer skills including knowledge of Microsoft Office packages (Word, Excel, PowerPoint and Outlook).</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills to effectively interact with employees at all levels of the organisation</li> <li>• Demonstrated, positive, flexible and adaptable attitude, as well as the ability to exercise initiative and judgement within a changing environment.</li> <li>• High level interpersonal, leadership and negotiation skills resulting in strong, effective relationships with stakeholders and including the ability to successfully consult, negotiate with and influence senior level stakeholders.</li> <li>• Well-developed organisational, administrative and time management skills.</li> <li>• Ability to work autonomously, manage and prioritise workload and work to tight timelines.</li> <li>• Strong ethics, with an ability to manage confidential data.</li> </ul>		
<b>Reviewed By:</b>	Ayla Chorley	<b>Date:</b>	7.06.2023
<b>Approved By:</b>	Caterina Giorgi	<b>Date:</b>	8.06.2023
<b>Last Updated By:</b>		<b>Date/Time:</b>	