

GHR26 POSITION DESCRIPTION

Position title	Executive Officer
Location	National Office
Reports to	Corporate Services Manager
Direct Reports	NI
Primary purpose of the position	<ul style="list-style-type: none"> Provides high level administrative support to the Chief Executive Officer, COO, Corporate Services Manager, and Network and Communications Manager Ensure Grow Australia’s governance, operational systems, and strategic projects are delivered to a high standard.

ABOUT GROW

GROW is a national community-driven organisation specialising in mental health peer-to-peer support developed from the lived experience of recovery. Our programs are designed for people to take back control of their lives, overcome obstacles and start living a life full of meaning, hope and optimism. GROW offers the opportunity for people to share challenges and solutions for recovery in a supportive and structured way within the context of a caring, sharing community.

Our Vision

GROW is widely recognised as the premier provider of intentional peer to peer support to promote hope, mutual help and recovery for good mental health for people throughout Australia.

Grow Mission

We enable people and communities to grow, recover and maintain good mental health.

Our Values

Personal responsibility, Personal value, Friendship, Mutual help and Community.

<p>Leadership Responsibilities and Service Delivery</p>	<p>1. Executive Support</p> <ul style="list-style-type: none"> Provide executive-level administrative assistance to the CEO and Executive Team Prepare agendas, minutes, and briefing notes for Executive and Board meetings Coordinate follow-up actions from leadership meetings. <p>2. Policy and Procedure Management</p> <ul style="list-style-type: none"> Review, draft, and update organisational policies and procedures in line with legislative, contractual, and best-practice requirements Maintain a centralised policy register and ensure version control
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	<p>3. Project Coordination</p> <ul style="list-style-type: none"> • Assist in planning, delivering, and monitoring key organisational projects • Support communications initiatives, including preparation of internal and external communications materials • Manage content and workflows in SharePoint and other digital platforms <p>4. Operational Administration</p> <ul style="list-style-type: none"> • Oversee key administrative systems, ensuring accuracy and accessibility of organisational information • Coordinate cross-functional tasks, liaising with staff across multiple states • Track and report on project milestones and deliverables
<p>Resource Management</p>	<ul style="list-style-type: none"> • Ensure all obligations, standards and reporting requirements for the Team are met. • Ensure the timely and accurate collection, recording, reporting and management of information required for monthly reports and funding acquittals. • Work within budget constraints and be accountable for any income and costs. • Ensure adherence to organisational policies, procedures, and service manuals to deliver consistent, high-quality client service provision.
<p>Relationship Management</p>	<ul style="list-style-type: none"> • Ensure a positive working relationship with the Team <ul style="list-style-type: none"> • CEO • Executive Team members • Board Secretariat • Program Managers and Field Teams • External contractors and service providers
<p>Safety</p>	<ul style="list-style-type: none"> • Champion the importance of every person’s physical, mental & emotional well-being; hold others accountable to this ethos. • Lead by example, in the management of work and personal life. • Manage personal health to ensure fitness for work. • Ensure that all incidents, accidents, injuries, and complaints are reported.

CORPORATE RESPONSIBILITIES:

- Comply with all relevant legislation, regulations and policies and procedures, including Code of Conduct and workplace health and safety standards.
- Work within delegations of position.
- Maintain confidentiality of information pertaining to Grow.

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- Demonstrate high standards of personal and professional behaviour.

Competencies and Mandatory requirements

	Required	Highly desirable
Qualifications	<ul style="list-style-type: none"> • Degree qualified in Business, Administration or related field. 	<ul style="list-style-type: none"> • Experience with SharePoint administration and digital content management • Knowledge of the not-for-profit or mental health sector • Understanding of project governance and reporting frameworks
Experience	<ul style="list-style-type: none"> • . Proven experience as a Senior Administrator, Executive Officer, or Project Manager in a complex organisation • Strong organisational skills and ability to manage competing priorities • Advanced Microsoft Office skills (Word, Excel, PowerPoint) and experience with project management tools • Excellent written and verbal communication skills • Demonstrated ability to work independently, exercise discretion, and maintain confidentiality <p>Proven capacity to work effectively in a remote environment</p>	
Skills	<ul style="list-style-type: none"> • Advanced skills in Microsoft Office 365 and demonstrated ability to learn further software programs as required. 	

Additional mandatory requirements

- A Police Certificate is required in accordance with relevant legislation and Grow policy. Where applicable, additional state-based screening may be required.

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- Evidence of Australian citizenship or current working visa.

It should be noted that Position Descriptions are under constant review and may be changed at any time.

EMPLOYEE DECLARATION

I have read and understand that the statements are a description of the functions assigned my position.

Click or tap here to enter text.	TYPE YOUR NAME HERE	Click or tap to enter a date.
Applicant/ Employee Name	Signature	Date