

Executive Assistant

Mackay

About us

Northern Queensland Primary Health Network (NQPHN) is one of 31 regionalised and independent PHNs established nationally by the Commonwealth Department of Health to provide local communities with better access to improved primary healthcare services.

The NQPHN region extends from Moranbah in the south, up to the Torres Strait in the north, and west to Croydon and Kowanyama.

NQPHN aims to improve health outcomes for all residents by supporting, investing in, and working collaboratively with local Hospital and Health Services, the primary healthcare sector, local government areas (LGAs), other health organisations, and the wider community.

Find out more about NQPHN at www.nqphn.com.au

The role

The Executive Assistant is responsible for proactively managing all administrative functions of the Executive Director Health System Integration and Innovation, including effective diary management, meeting secretariat functions, monitoring and prioritisation of correspondence, project support, preparation of business documentation, financial administration, and records management.

The successful candidate will be able to demonstrate:

- tertiary qualifications in administration or similar and/or five years relevant work experience in a similar role
- excellent written communication skills, including demonstrated experience in preparing business documentation (briefings, reports, and correspondence)
- excellent interpersonal skills, including the ability to liaise with a wide variety of internal and external stakeholders on a range of sensitive issues
- experience in providing high quality secretariat support to committees
- experience in supporting the management of projects
- demonstrated ability to plan, meet deadlines and prioritise complex workloads while working autonomously, and to be flexible in a changing teamwork environment
- well-developed organisational and problem-solving skills and the ability to work collaboratively with others to achieve common goals
- a high level of attention to detail and time management skills and applications



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



- demonstrated experience in the application of the Microsoft Office Suite and the ability to become proficient in other software programs as required

The benefits

NQPHN offers a great range of benefits to its employees, including:

- access to generous not for profit salary sacrifice taxation benefits
- annual leave loading
- employment Assistance Program offered to all staff and family members.

About you

We are looking for an experienced Executive Assistant who can partner with and support our Executive Director Health System Integration and Innovation.

Your strength is your attention to detail and your written skills, and the executives you support can rely on you to proof and polish their business documents.

You have strong (internal and external) stakeholder engagement skills and are an effective communicator.

You enjoy working with dynamic leaders, want to make a difference for your community, and actively contribute to a positive workplace culture.

If you are looking for the opportunity to be part of a passionate and driven team and contribute to achieving our mission of 'Northern Queenslanders live happier, healthier, longer lives,' we'd love to hear from you.

NQPHN aims to be an employer of choice for Indigenous Australians, and we encourage Aboriginal and/or Torres Strait Islander people to apply for this role.

For further information on this position and to view the position description, please visit our website: bit.ly/nqphn-vacancies

Your application should include

- Cover letter (not exceeding two pages).
- Response to the Key Selection Criteria (no more than two pages).
- Your Resume.

To submit an application for this position, please send your application to recruitment@nqphn.com.au

Applications close Friday 15 April 2022 at 5pm.