Occupational Therapy Council of Australia Ltd

*Contributing to an innovative, safe and culturally responsive occupational therapy workforce*

# POSITION DESCRIPTION

## Executive Assistant to the Chief Executive Officer

**Position title**: Executive Assistant to the Chief Executive Officer

**Type of employment**: Part-time (0.5 FTE over four days); 12-month contract (with the possibility of extension); flexible work arrangements; work remotely; occasional interstate travel required; based in Melbourne, as occasional face-to-face meetings with the CEO may be required.

**Reports to**: Chief Executive Officer

### Introduction to the Occupational Therapy Council of Australia Ltd

The Occupational Therapy Council of Australia Ltd (OTC) is an independent not-for-profit organisation whose purpose is to ensure that standards of education, training and assessment of occupational therapists are maintained and developed so the Australian public is assured of safe, including culturally safe, and proper practice.

The OTC has been appointed by the Occupational Therapy Board of Australia (OTBA) as the accreditation authority for the occupational therapy profession under the terms of the Health Practitioner Regulation National Law Act 2009 (National Law) to:

- develop program accreditation standards in occupational therapy.
- accredit and monitor occupational therapy programs of study and education providers.

The OTC is also appointed by the Australian Government Department of Home Affairs as the assessing authority to:

- contribute to the assessment of internationally qualified occupational therapists who are seeking registration in Australia.
- assess occupational therapists for skilled migration purposes.

The OTC is a registered charity with the Australian Charities and Not-for-profits Commission (ACNC).

The OTC's vision is contributing to a safe, flexible, innovative and culturally responsive occupational therapy workforce.

The OTC is on a journey to strengthen its work in cultural safety, responsiveness, and achieving client safety in the delivery of healthcare services for Aboriginal and Torres Strait Islander peoples. As part of this journey, the OTC has made a commitment to strengthen cultural capabilities within the organisation and embed Aboriginal and Torres Strait Islander ways of knowing, being and doing.

Further information about the OTC is available at: https://www.otcouncil.com.au

## Role purpose

Reporting to the Chief Executive Officer (CEO), the Executive Assistant to the CEO is responsible for providing executive and administrative support to the CEO. The Executive Assistant to the CEO operates in a small, high-performing and purpose driven environment and the role requires a high level of confidentiality, proactive administration and strategic support.

The Executive Assistant to the CEO supports administrative functions such as accounts, diary and travel management and correspondence, and supports governance functions to the committees and the Board. The role serves as a key point of coordination between the CEO and internal and external stakeholders, proactively anticipating needs, managing relationships, and ensuring the effective execution of organisational priorities.

## Key responsibilities

**Note: This position is remote (work from home) and involves occasional interstate travel.**

***Executive and administration support to the CEO***

- Provide high level executive and administrative support to the CEO, including diary management, correspondence, travel coordination, meeting preparation and document management.
- Coordinate the preparation of briefing materials, reports, presentations and meeting papers to support the CEO in the effective execution of organisational priorities.
- Support the CEO with operational and financial administration, including budget and expense reconciliation, processing of accounts and invoices, and administration of Board and committee member sitting fees.
- Provide administrative and operational support across the Occupational Therapy Council, including coordinating meetings, workshops, events and other organisational activities.
- Manage accurate records and manage sensitive and confidential information with discretion, professionalism and sound judgement.

***Stakeholder engagement***

- Act as a key point of contact for the CEO, providing professional, responsive and courteous communication with internal and external stakeholders.
- Build and maintain effective working relationships with Board members, committee members, accreditation stakeholders, contractors and other external partners.
- Coordinate stakeholder communications and follow-up activities on behalf of the CEO, ensuring timely responses and effective information flow.

***Secretariat support***

- Provide secretariat support for Board meetings, the Annual General Meeting (AGM), and other meetings as required, including meeting scheduling, preparation and distribution of agendas and papers, minute-taking and action tracking.
- Support governance and compliance activities, including supporting the CEO to maintain registers, policies, contracts and organisational records.
- Monitor and follow up on actions arising from Board and committee meetings to support timely completion and reporting

***Teamwork***

- Work collaboratively with the OTC Secretariat team to support efficient day to day operation.
- Identify opportunities to improve administrative processes, systems and ways of working.
- Contribute to a positive, collaborative and high-performing workplace culture.

***Other responsibilities***

- Contribute to strategic, governance and organisational projects as required.

- Provide governance and compliance support, including registers and contracts.
- Undertake other duties consistent with the scope of the role.

## Key selection criteria

1. **Demonstrated experience**
   At least three years' experience providing executive support to a senior executive, CEO and/or Board, preferably within a higher education, accreditation, professional regulation, not-for-profit, health or education organisation.

2. **Experience providing governance and secretarial support**
   Demonstrated experience providing secretariat support to Boards, committees and executive meetings, including the preparation of agendas and meeting papers, minute taking, action tracking and maintenance of governance records.

3. **Highly developed organisational and time management skills**
   Demonstrated ability to manage competing priorities, meet deadlines and maintain a high level of accuracy and attention to detail. A proactive and positive approach, with the ability to work independently, exercise initiative and anticipate organisational needs.

4. **Excellent written and verbal communication skills**
   High level written and verbal communication skills, including the ability to prepare clear and accurate correspondence, reports, briefing papers, Board and committee papers, and meeting minutes.

5. **Stakeholder engagement and collaboration**
   Strong interpersonal and stakeholder engagement skills, including the ability to build and maintain effective working relationships with a diverse range of stakeholders, both internal and external.

6. **Digital and technical skills**
   Demonstrated proficiency in a range of digital systems and applications, including the Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and Adobe, videoconferencing and other relevant digital collaboration tools.

7. **Confidentiality, integrity and professional conduct**
   Demonstrated ability to exercise sound judgement and manage sensitive and confidential information with discretion, integrity and professionalism, consistent with the OTC's Code of conduct.

8. **Cultural responsiveness**
   Commitment to ongoing cultural responsiveness/awareness learning and working respectfully with people from diverse cultural backgrounds, including Aboriginal and Torres Strait Islander peoples.

**Desirable**

- Knowledge of the National Registration and Accreditation Scheme.

Consistent with the OTC's strengthening of cultural safety/responsiveness, applications are strongly encouraged from Aboriginal and Torres Strait Islander Peoples.

In line with the OTC's focus on diversity and inclusion, applications are encouraged from people from a range of cultural and linguistic backgrounds, people with disabilities and LGBTIQ+ individuals.

## To apply

Please submit your CV and cover letter addressing the key selection criteria to: accreditation@otcouncil.com.au by 5.00pm AEDT on **Tuesday 8 December 2026**.

**As part of your application, please include a short video (approximately one minute) introducing yourself and telling us:**

- what attracted you to the role
- the skills, experience and qualities you would bring to the position
- what interests you about working for the Occupational Therapy Council.

The video forms part of the application requirements and will assist the selection panel in understanding your interest in the role and your suitability for the position. Please ensure it is included with your application.

Interviews will take place during the week commencing **14 December 2026**, with the successful applicant to commence in **early February 2027**.



The Occupational Therapy Council of Australia Ltd acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of Country. We celebrate the diversity of Aboriginal and Torres Strait Islander Peoples and their ongoing cultural and spiritual connections and stewardship of the lands, waters, seas and skies of Australia. We pay our respects to Elders past and present.