



**THE POLICE
ASSOCIATION
VICTORIA**

Executive Assistant

- **Be part of a dynamic team**
- **Part-time position job share (2-days per week)**
- **Generous benefits, including 13 RDOs (pro rata)**
- **Flexible working arrangements available**

The Police Association Victoria (TPAV) offers an exciting opportunity for an energetic, passionate, and highly competent Executive Assistant to provide executive support to the Industrial Relations Manager and Assistant Manager and administrative support for the Industrial Relations.

Key responsibilities

- Diary management, including the co-ordination of schedules based on an ongoing assessment of priorities in relation to appointments, meetings and private briefings and forward planning.
- Prepare correspondence, minutes, agendas.
- Document and case management.
- Assist in planning and preparation of conferences, events and training courses.

What we are looking for

This role is ideally suited to an experienced Executive Assistant/administrator with strong organisational and problem-solving capabilities, and a proven ability to handle confidential and sensitive matters with a high level of tact and discretion as well as sound IT skills. You will thrive in a collaborative team environment within an organisation driven by a strong purpose. The role offers the opportunity to learn from experienced professionals in member engagement, communications, and industrial relations. Success in this position will depend on your ability to work with limited supervision while contributing effectively within a team-oriented environment.

The applicant must have an understanding and commitment to TPAV's objectives and values.

Remuneration

This role will offer necessary and ongoing training/development and attract a competitive salary and other generous benefits, including monthly RDOs and annual presentation allowance.

Enquiries and applications

To enquire further about this position, please contact Sylvia Loveless, Executive Assistant by telephone, (03) 9468 2600, or email, general@tpav.org.au

To apply for this position, please email a covering letter of no more than two (2) pages having addressed the key selection criteria and your CV to general@tpav.org.au.

All enquiries and applications will be treated in the strictest confidence.