

PROFESSIONALISM

CREATIVITY

RESPECT

INTEGRITY

## EXECUTIVE OFFICER

As a new position to the Odyssey House NSW (OHNSW), the Executive Officer will be responsible for drafting briefs, reports and correspondence, assisting the Chief Executive Officer and the organisation in the operational and strategic planning activities of OHNSW. The position will also provide support in the day-to-day management of the OHNSW Executive functions.

### DUTIES INCLUDE:

- Preparing executive level documents including but not limited to briefings, Ministerial responses and reports as required.
- Preparing business cases, presentations, follow up, agreements and coordination of high-risk cross sector projects.
- Undertaking and providing project management delegated by the CEO and working closely with internal and external stakeholders.
- Providing support and direction to managers to assist with meeting key performance targets.
- Managing the Data Reporting Calendar.

**Close: 19 February 2020**

### ESSENTIAL SELECTION CRITERIA:

- Relevant tertiary qualifications in Health Service Management or Health Service Administration or a combination of study and work experience.
- Demonstrated operational experience in health management.
- Good understanding of change management processes and ability to lead these in a health environment.
- Demonstrated high level analytical and problem-solving skills with the ability to provide advice and recommendations.
- Ability to develop and maintain effective working relationships with senior management and other key stakeholders.
- High level verbal and written communication skills, with excellent attention to detail and the ability to engage with, and manage internal and external stakeholders.
- Current NSW drivers' license (with a willingness to travel in accordance with the demands of the position).
- Hold or have the ability to obtain a current National Criminal History Check and WWC clearance
- Unlimited right to live and work in Australia

### DESIRABLE SELECTION CRITERIA:

- Experience working in substance misuse environment.
- Experience in an executive support role.

### ABOUT US:

Odyssey House NSW is a not for profit, multi-site organisation that offers a diverse range of residential and community services for those impacted by the complexities of alcohol and other drug dependency.

The Odyssey House NSW teams are made up of experienced, skilled and motivated professionals who understand the challenges that may be impacting the life and health of individuals, their families, friends and the wider community due to alcohol and other drug dependency.

If you are interested in this role, meet the above criteria and believe you are a great fit for our organisation, apply as per below.

*Only shortlisted applicants will be contacted. With respect, this position is not open to Agency support.*

### To apply:

- Include an updated copy of your Resume
- Address the Essential Criteria briefly in a Cover Letter to Julie Babineau, CEO (HR197)
- Email your application to [mikaela.sremchevich@odysseyhouse.com.au](mailto:mikaela.sremchevich@odysseyhouse.com.au)

Odyssey House NSW  
[www.odysseyhouse.com.au](http://www.odysseyhouse.com.au)



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NEW SOUTH WALES