

Executive Assistant to the Managing Partner

Position Description

Tenure	Permanent full time
Reports to	Managing Partner
Salary guide	\$120,000 – \$135,000 p.a. inclusive of superannuation (depending on experience. Bonuses are in addition and based on individual and firm performance.)
Date approved	8 September 2025
Contact	Lisa Fodero, Managing Partner, (02) 9261 3707

About HealthConsult

For nearly 20 years, HealthConsult has delivered **evidence-based advice** to government, insurers, and health & aged care providers. We are organised into four service lines, specifically tailored to the needs of the health and aged care sectors (each led by a director):

- **Policy, Strategy & Planning:** We develop evidence-based policies and plans that blend rigorous research with practical insights. Our approach bridges academia and real-world application, delivering strategies that are scientifically sound and readily implementable.
- **Program Review & Evaluation:** We use a mixed-methods participatory approach to review and evaluate health programs. We co-design our evaluations, ensuring that our insights are grounded in real-world and address the needs of stakeholders.
- **Financial & Economic Analysis:** We specialise in advanced costing, financial modelling, and economic analyses. We are known for delivering robust, bottom-up, activity-based costing models that accurately reflect service delivery costs across diverse healthcare settings.
- **Digital Health:** We provide independent, expert advice to governments and health services on digital health strategies, policies and standards that foster innovation while ensuring safety, quality, and sustainability.

What sets us apart

Having successfully delivered 500+ projects ranging in value from \$80,000 to \$13 million we've learnt a thing or two about what makes us special.

- **We are multidisciplinary.** Our team of professionals includes doctors, scientists, designers, mathematicians, economists, accountants, and clinicians – together we collaborate with our clients to tackle the most complex challenges in health and aged care.

- **We specialise.** Our services are specifically tailored to the needs of the health and aged care sector. Policy development, program evaluation, financial & economic analysis, and digital health strategies.
- **We love complex.** For example, we re-designed (and piloted) how 4+ million Australians access aged care services.
- **We dig deeper.** Exhaustive research, meticulous data analysis, and rigorous fieldwork underpin everything we do. We crunch the numbers, sift the latest academic research, and collaborate with leading experts in the field.
- **We bring experience.** Our Partners and Directors provide mentorship and guidance for every project, dedicating more than half of all consulting hours to ensure decisions are guided by decades of sector knowledge.
- **We are independent.** No affiliations with software providers or overseas parent companies—clients value our impartial perspective.
- **We don't do cookie-cutter.** We take an evidence-based approach to problem-solving and tailoring our solutions to meet the unique challenges of each project.
- **We collaborate and co-design solutions with our clients.** We respect the expertise and experience of our clients, and we know that by working with them we will get the best solutions to the complex problems we tackle.

How we work

- **We don't do time sheets.** We trust people to use their time wisely. We don't 'keep watch' over people, checking to see what they're doing every minute of the day.
- **We invest in growing our expertise.** We support our team to further develop their knowledge and understanding of the health and aged care sector. We do not dilute their opportunities to become genuine experts by seeking work outside the health and aged care sectors.

- **We give people flexibility to manage their day.** Need to start a little later? Go for walk at lunchtime? Pick up the kids after school? It's all possible. Our focus is on producing high-quality work, not what time you log-on or off.
- **We keep systems and processes to a minimum.** We don't overload people with administrative tasks, like paperwork, lengthy approval processes, data entry, and reporting.
- **We have 5 weeks annual leave policy.** Everyone is entitled to 5 weeks leave every year. We recognise the demands of consulting life. This extra week of leave lets us better balance our work and personal lives.
- **We're small by design (and free from large organisation hierarchy).** More opportunities to work alongside senior experts. More opportunities to see your ideas through to fruition. And a guarantee that your hard work will be recognised.

About the role

This role is central to ensuring the Managing Partner can focus on leadership, client relationships, and strategic priorities. As Executive Assistant, you'll act as their trusted right hand while also overseeing the operational and administrative needs of the firm.

The role blends executive support, people processes, and office management, giving you the opportunity to influence how HealthConsult runs day to day and how our people experience working here

Key Responsibilities

Executive support to the Managing Partner

- Prepare and coordinate documents, presentations, and reports as required.
- Act as the first point of contact for client and stakeholder communications on behalf of the Managing Partner.
- Track and follow up on actions from meetings and commitments.
- Undertake other tasks and projects as required by the Managing Partner, in line with the scope and responsibilities of the role.

Internal operations

- Coordinate office logistics, including facilities management, supplies, and equipment.
- Oversee IT assets, liaise with IT support providers, and ensure business continuity.
- Manage supplier relationships and contracts for office services.
- Arrange staff and consultant travel, including flights, accommodation, and itineraries.
- Support finance processes by raising and tracking invoices, liaising with the Finance Manager, and maintaining subscriptions and accounts.
- Maintain compliance registers and support health and safety obligations.

People support

- Coordinate recruitment activities, including preparing job ads, scheduling interviews, and liaising with candidates.
- Manage onboarding and induction activities to ensure new starters are welcomed and set up for success.
- Maintain staff records, HRIS (Employment Hero), and training registers.
- Support performance review and career development processes.
- Assist with training coordination, including scheduling, registers, and records of completion.

Business process management

- Manage and track Requests for Quotations (RFQs), tenders, and proposals.
- Maintain resourcing trackers and proposal registers.
- Assist with maintaining templates and branding across all firm documents.

Culture and connection

- Organise Town Halls, retreats, and company events (virtual and in person).
- Support social and wellbeing initiatives that build staff connection and engagement.
- Assist with internal communications, ensuring updates and initiatives are shared effectively.

Policies, manuals, and systems

- Maintain and regularly update firm policies, manuals, and operational systems.
- Identify opportunities to improve and streamline systems and processes.
- Support the intranet, website updates, and internal communications platforms (Teams/SharePoint).

Governance and administration

- Provide secretariat support for Executive Group meetings, including scheduling, minute-taking, and follow-up of actions.
- Manage correspondence and incoming calls, ensuring appropriate distribution and response.
- Support compliance with confidentiality, data management, and document control requirements.

Skills and Attributes

- Exceptional organisational skills with the ability to prioritise across competing demands.
- Strong written and verbal communication, with confidence engaging clients and senior stakeholders.
- Demonstrated discretion and reliability in handling sensitive information.
- Process improvement mindset and attention to detail.
- Proactive and dependable, with the ability to anticipate needs before they arise.
- Collaborative, with the ability to work across leadership, consultants, and support staff.
- Adaptable, with the capability to manage high-level priorities balanced with detail-oriented work.
- Positive and energetic, with the ability to keep things moving and makes sure nothing falls through the cracks.

Qualifications and experience

Essential

- Proven experience in an executive assistant, office manager, or similar role.
- High-level proficiency with Microsoft Office, Teams, and SharePoint.
- Knowledge of human resource management and occupational health and safety

Desirable

- Experience with Employment Hero (or a similar human resource information system) is highly desirable.
- Experience working in a consulting, legal, or professional services environment
- Qualification in business administration or related field

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____

Date: _____