

Executive Assistant

Position Description

Division/Branch/Unit	Executive and Corporate
Salary Classification	Grade 2 - Support
Employment type	Permanent
Date of Approval	October 2017

Primary purpose

The Executive Assistant will provide executive level support and coordination for the Chief Executive and, through the Chief Executive, to the President. The Executive Assistant performs a full range of secretarial and administrative support functions, including prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration of the executive office.

Key accountabilities

- Provides high-level executive and administrative support.
- Coordinates requests for information from internal and external stakeholders and provides a professional first point of contact for all enquiries.
- Manages complex and changing diaries, including scheduling, negotiating appointments and meetings and organising associated and supporting documentation.
- Manages travel arrangements.
- Coordinates effective meetings by organising and collating meeting agendas, providing confidential minute taking and distribution and coordinating follow up actions. This includes room bookings and equipment set up such as teleconferencing, data projector and refreshments.
- Maintains systems for recording and storing information.
- Prepares correspondence and briefing packs, reports and papers.

Key challenges

- The position holder must display professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.
- The role requires the ability to pay attention to detail, maintain a flexible and resourceful approach to effectively multi-task and manage workload.

- Anticipates needs with regard to meeting papers and preparation of agendas and papers for regular Management meetings.

Key relationships and role dimensions

Who	Why
Chief Executive	<ul style="list-style-type: none"> • Receive guidance and direction • Provide assistance and administrative support • Inform, advise and escalate emerging and sensitive issues
President	<ul style="list-style-type: none"> • Provide assistance and administrative support
Colleagues	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Collaborate on matters, exchange information, provide advice and seek feedback • Contribute to the achievement of outcomes
External and other parties	<ul style="list-style-type: none"> • Maintain effective relationships with key contacts to facilitate high quality advice, products and services • Respond to queries or redirect to relevant party for review and resolution

Decision making

- The role works collaboratively across the organisation and is largely guided by the Chief Executive as to priorities.
- Responsible for quality and integrity of advice provided to internal staff and stakeholders.

Reporting line

The position reports to the Chief Executive.

Direct reports

Nil.

Essential requirements

- Substantial experience supporting a Chief Executive or executive manager.
- High degree of professionalism and judgement with the ability to maintain a high level of confidentiality.
- High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Ability to balance conflicting priorities and to work to deadlines.
- Advanced knowledge and experience in MS Office, Outlook and TRIM records management system.
- A track record of building productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels.