

Executive Assistant

Position Description



Department/s	Executive
Award	Labour Market Assistance Industry Award 2020
Classification	Administration Officer
Location	Brisbane or Gippsland
Manager	Chief Executive Officer, Board Chair for Company Secretary responsibilities
Direct Reports	Nil

Our Values



We value and consider the opinions of others. We embrace diversity, and provide an inclusive workplace. We treat others the way we wish to be treated. We listen and we care.



We act in the best interests of our customers, staff and community. We act with honesty and transparency. We provide a safe and supportive workplace for all.



We work as a team to achieve the best results. We build connections and share our success. We are persistent, passionate and determined. We empower and support others to make decisions.



We deliver on our promises. We take ownership of our decisions and our actions. We demonstrate the behaviours we wish to see in others. We seek feedback so we can improve.



We are invested in a sustainable future for our community and our planet. We seek ways to minimise our impact on the environment. We invest in our people, our systems and our capabilities.

About the Role

The Executive Assistant provides high level advice and support to the Board and the Executive Team. In addition, and if qualified and experienced, they also fulfill the role of Company Secretary. Duties include governance and administrative activities, as well as ensuring the efficient management of the Board and Executive related activities.

Key Responsibilities – Board and Executive Support

- Provide meeting support for the Board and Board Committee meetings, the Executive Management Meeting, Senior Leadership Team meeting, and the Annual General Meeting; by compiling an agenda and actions, coordinating all supporting material, scheduling of meetings, and holding the role of minutetaker.
- Maintain Board and Committee charters, Declaration of Interests register and other Board governance documents.
- Manage Board and Committee Calendars.
- Provide support to the Chair and Committee Chairs as required.
- Support Board recruitment and induction processes.
- Follow up in a timely manner with relevant Executives and Managers to ensure action items are addressed and completed.

Key Responsibilities – Board and CEO Support cont'd

- Ensure the CEO's time is used efficiently through calendar management, coordinating meetings and tracking action items and follow ups.
- Act as a point of contact on behalf of the CEO and at times the Executive, both internal and external.
- Coordinate requests for information from internal and external stakeholders.
- Complete financial tasks on behalf of the Board and Executive, including expenses, reimbursements, approvals.
- Management of email, telephone calls and other correspondence on behalf of the CEO and Executive when requested.
- Producing reports and presentations, including those for Board and Executive audiences.
- Arranging travel itineraries and associated bookings.
- Implement and maintain good governance practices.
- Provision of other high-level administrative support activities to the Executive.
- Identify and enact on continuous improvement opportunities that are of benefit to the Board and Executive Team.

Key Responsibilities – Company Secretary (*pending qualifications held*)

- Fulfil the role of company secretary by assisting the Chair and Directors in the conduct of meetings, their directorial and governance obligations, and responsibilities by:
 - Managing the administrative function of Board meetings including coordinating timetables, setting agendas, compiling, and circulating relevant papers, ensuring the business at board and committee meetings is accurately minuted, and actions are monitored and initiated.
 - Monitoring Board Charter, Committee TORs, and policies and procedures, to assist the Board to adhere to the Company's Constitution.
 - Recording, and advising appropriate bodies where necessary, of declarations/conflicts of interest of Directors.
 - *Assisting the Board in ensuring compliance with statutory obligations including Corporations Act 2001 (Cth), Australian Charities and Not-for-profits Commission Act 2012 (Cth) and the governance standards in the Australian Charities and Not-for-profits Commission Regulation 2022.*
 - Assisting in organising the induction of new Directors and the CEO.
- Carrying out other functions and duties, as required by the Constitution, related to the corporate administration of the Company and any discretionary duties as requested by the Board.

Key Responsibilities - Leadership

- Share collective responsibility for delivering organisational objectives, through active engagement and collaboration with employees at all levels in the organisation.
- Be a role model for effective and positive leadership which is ethical, results driven and future oriented.
- Encourage and demonstrate the need for continuous professional development, and the value it provides to the organisation.
- Be receptive to and reflect on feedback to improve employee performance.

Key Responsibilities – Organisational

- Adhere to the Workways Code of Conduct and enact the Workways Values.
- Adhere to all applicable legislation, and organisational policies, procedures and standards.
- Undertake any other duties, consistent with skills and experience, as directed by the reporting manager.

Key Competencies

- Stakeholder Engagement
- Customer Service
- Time Management
- Results Focused
- Communication (written and verbal)
- Relationship Development
- Attention to Detail
- Teamwork
- Adaptability

Performance Indicators

- Quality customer service (internal and external)
- Documentation quality
- Legal compliance
- Feedback from key stakeholders
- Response and completion times of tasks allocated
- Focus on and achievement of continuous improvement

Key Selection Criteria

- An understanding and commitment to best practice governance.
- Demonstrated evidence of high standards of ethical conduct and integrity.
- Demonstrated ability to maintain a high degree of discretion and exercise sound judgement in dealing with sensitive and confidential matters.
- Extensive experience in the provision of executive support services to senior management.
- Proficient typing and extensive experience in the operation of automated office systems.
- High level of computer skills, including MS Office suite. Microsoft PowerBI desirable.
- Effective time management skills.
- Strong organisational and problem-solving skills.
- Ability to multi-task and prioritise.
- Proven ability to maintain documentation and good file management skills.
- Professionally dedicated, flexible, a willingness to learn and with skills to adapt to changing environments.
- Sound experience in establishing productive working relationships with a diverse stakeholder base through effective communication, negotiation and the delivery of excellent customer service.
- Ability to work as a team member within the ethos and values of Workways Australia.

Position Requirements

Qualifications (Preferred)

- Qualifications business administration or related field.
- Completion of a Company Secretary Course.

Licences and Checks (Essential)

- Criminal History check
- Financial check
- Working with Children/Vulnerable People Check
- The Right to Work in Australia
- Current valid Driving Licence

The position requires an ability to travel when required.

Employee Acknowledgement

I have read and understand what is required of me in the position:

Employee Name

Employee Signature:

Date:

It should be noted that Position Descriptions are under constant review and may be changed at any time.