



South Australian **Film Corporation**

EXECUTIVE ASSISTANT TO THE CEO

JOB & PERSON SPECIFICATION

AUGUST 2020



Position: Executive Assistant

Reports to: CEO

ORGANISATIONAL OVERVIEW

South Australia has a rich history in screen production and the South Australian Film Corporation (SAFC) is the state's leading screen authority and investment body. Established under the South Australian Film Corporation Act, we focus on creating the conditions for the growth and prosperity of all of the components of the South Australian screen industry.

PURPOSE

To support, position, and champion South Australian screen businesses to achieve creative excellence and prosperity contributing to a robust South Australian economy and creative vibrancy, and the SA Government's Growth Agenda.

VALUES

- Supportive – We nurture and enable success
- "Can Do" – We are flexible, innovative, proactive. Doing business with us is easy and fast
- Trustworthy – We are expert, transparent and reliable in our advice and actions
- Open – We collaborate and communicate in a timely and relevant way
- Professional – We are accountable, fair, respectful and service-oriented
- Inclusive – We promote diversity and representation

STRATEGIC OBJECTIVES

- Enable Entrepreneurship
- Grow Capability of the SA screen sector
- Champion SA
- Deliver Operational Excellence

POSITION SUMMARY

The Executive Assistant provides professional and efficient executive support services to the CEO and the Board.

The Executive Assistant ensures that clients and stakeholders are provided with professional and courteous service and that the CEO receives accurate and timely support on schedules, diary management and information required for meetings and travel.



POSITIONS REPORTING TO THIS POSITION

Nil

OTHER SIGNIFICANT WORKING RELATIONSHIPS

Internal

SAFC staff are required to work collaboratively with all other employees and demonstrate sound team cohesion working towards the achievement of common goals.

External

- Producers and production companies
- Screen Australia and other state agency funding bodies.
- International and domestic screen industry partners
- SA Government agencies and in particular the Department for Innovation and Skills (DIS)
- Ministers and the Premier and their office staff.
- Arts, business, and tertiary organisations.

– KEY RESULT AREAS

Operational Responsibilities

- Provide a professional and comprehensive executive assistant service to the CEO including but not limited to management of incoming and outgoing mail, emails, telephone calls and correspondence for the CEO and re-route to appropriate managers and staff when necessary, requesting regular and ad-hoc management reports for CEO review, management of CEO diary, accurate, comprehensive and accessible filing systems
- Assist the CEO and the Board Chair with communication with Premier, Ministers and their office staff and advisors, DIS and other Government agencies.
- Collate Board paper input from Heads of Department and prepare for CEO review and amendment and distribution to Board members as required.
- Development and maintenance of accurate board minutes, including taking notes at meetings, preparing draft minutes for CEO and Chair's review and record keeping as required.
- Provide executive assistant services for Chair and other Board members as required including travel, catering and other administrative services.
- Effective corporate governance processes such as maintenance of databases, procurement of services and other operational functions as required.



External Stakeholder Relations

- Drive and maintain effective relationships with relevant Government agencies, third-party organisations and screen industry members.
- Respond to stakeholder queries in a prompt and courteous manner.

Corporate Responsibilities

- Model ethical behaviour and practices consistent with SA Government Code of Ethics for Public Sector Employees.
- Ensure CEO office activities comply with all SAFC Operational Policies.
- Maintain open and transparent communication with all SAFC departments and individuals and contribute to the development of a collaborative work environment based on mutual respect and trust.
- Contribute positively to the development and implementation of the SAFC strategic and operational plans.
- Proactive recommendation of improvements to operational practices.

ESSENTIAL COMPETENCIES

Skills and Experience

- A Certificate IV or higher in Business Administration is desirable
- Extensive experience providing Executive Assistant services to a CEO or Senior Executive, senior manager.
- Extensive experience managing the diary of a busy executive.
- Experience providing support to a Board.
- Experience in an environment of competing priorities and the ability to triage requests to ensure high value outcomes for SAFC stakeholders.
- Ability to think strategically and identify opportunities to advance the organisation's objectives.
- Excellent interpersonal, negotiation and verbal and written communication skills.
- Sound administrative and organisational skills
- Ability to work autonomously.
- Experience working in the Government sector is highly desirable

SPECIAL CONDITIONS

1. Due to the nature of the SAFC and Adelaide Studios business, out of hours and weekend work will be required.
2. National police security clearance required.



HOW TO APPLY

Applications should be addressed to Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.