



**EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE OFFICER**

**JOB & PERSON SPECIFICATION**

**MAY 2022**

**Job Title: Executive Assistant to the Chief Executive Officer**

<b>Role Purpose</b>	The Executive Assistant is responsible for providing high level, confidential, efficient and professional administrative and executive support to the Chief Executive Officer (CEO).		
<b>Reports to:</b>	Chief Executive Officer	<b>Direct Reports:</b>	Nil
<b>Business Unit:</b>	Corporate	<b>Award Level:</b>	Non Award
<b>Office Location:</b>	70 Dale Street, Port Adelaide	<b>HR Approval Date:</b>	December 2021
<b>Internal Relationships:</b>	<ul style="list-style-type: none"> <li>Executive Management Team</li> <li>Board</li> </ul>	<b>External Relationships:</b>	<ul style="list-style-type: none"> <li>External Consultants</li> </ul>

**Person Specification (Knowledge, Skills and Experience)**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Current &amp; unrestricted SA driver’s licence</li> <li>Current National Police clearance</li> <li>Current NDIS clearance or willingness to attain</li> <li>Current influenza and COVID-19 vaccination</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience in a similar role that provided professional administrative support to a CEO in a medium-large complex organisation.</li> <li>Excellent interpersonal, communication and community engagement skills to ensure effective collaboration across multiple stakeholders.</li> <li>Demonstrated experience in partnering with a CEO to ensure all needs are anticipated and met.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>High level literacy, numeracy and problem-solving skills, with meticulous attention to detail, including intermediate computer skills (including use of Microsoft Office Excel, Word and PowerPoint).</li> <li>Proven discretion and judgement in dealing with sensitive and confidential information.</li> <li>Ability to work in a fast paced work environment and deliver on tight timelines.</li> <li>Demonstrated ability to coordinate, advance plan and streamline processes.</li> <li>Warmth and diplomacy.</li> </ul>

Job Function Details		
Key Result Area	% of Time	Tasks
CEO EA Support	90%	<ul style="list-style-type: none"> <li>• Provide support to the CEO in planning, prioritising and managing work responsibilities, including but not limited to:               <ul style="list-style-type: none"> <li>• Actively manage the CEO's diary and arrange meeting and appointments as necessary;</li> <li>• Prepare and coordinate responses to correspondence and emails on behalf of the CEO;</li> <li>• Liaise and communicate with key stakeholders and members of the community on behalf of the CEO, ensuring excellent public relations and customer service;</li> <li>• Liaise effectively with all levels of the organisation to assist in the day to day operations of the CEO office;</li> </ul> </li> <li>• Complete all administration activities on behalf of the CEO, including but not limited to travel coordination, credit card reconciliations and invoice authorisations.</li> <li>• Ensure appropriate file management structures are established, records are maintained and document control processes are followed.</li> <li>• Work with the Executive team to ensure the effective operation of the CEO by prioritising time and preparing for upcoming meetings and engagements.</li> <li>• Provide the CEO with administrative support and coordination, including but not limited to Executive Committee Meetings, document control, filing and administering the appropriate decision making and delegations processes.</li> <li>• Assist the CEO in maintaining effective working relationships with internal and external stakeholders.</li> <li>• Contribute to the management and implementation of projects and continuous improvement initiatives to improve the effectiveness and efficiency of the CEO.</li> <li>• Contribute to a positive and inclusive work environment by effectively communicating and working collaboratively with peers across all departments, and consistently role modelling UnitingSA's values and policies.</li> <li>• Take reasonable care for the safety of oneself and others, whilst contributing to safe work practices at UnitingSA by knowing and complying with all WH&amp;S policies and procedures.</li> </ul>
Board Secretariat Duties	10%	<ul style="list-style-type: none"> <li>• Provide support for the Board EA regarding Board and Committee Meetings, preparation and quality control of agendas, papers and reports.</li> <li>• Seamlessly provide back-fill coverage to the Board EA during planned and unplanned absences.</li> </ul>

Competency Profile		
Competency	Level	Behaviours
Communication	Self	<ul style="list-style-type: none"> <li>Communicates professionally at all times both internally and externally including verbally, in emails and in all correspondence.</li> <li>Anticipates the needs of key stakeholders and proactively communicates in advance to ensure they are well informed of processes, changes to timelines, delays and changes.</li> <li>Proactively seeks support and guidance from colleagues as appropriate.</li> <li>Provides the CEO with continual progress reports against key activities and priorities to close the loop.</li> </ul>
Adaptability & Flexibility	Self	<ul style="list-style-type: none"> <li>Smoothly handles multiple demands, shifting priorities and ambiguity.</li> <li>Demonstrates flexibility and a proactive approach to problem solving.</li> </ul>
Team Orientation	Self	<ul style="list-style-type: none"> <li>Collaborates with others to achieve priorities.</li> <li>Clarifies requirements and delivers on commitments.</li> <li>Anticipates the needs of key stakeholders and considers how actions will impact upon them.</li> <li>Seeks feedback from others to meet requirements and continuously improve.</li> <li>Shares all relevant or useful information.</li> </ul>
Planning & Organising	Self	<ul style="list-style-type: none"> <li>Plans and prioritises own tasks and activities to deliver the best outcomes for key stakeholders.</li> <li>Coordinates activities of others to ensure reliable delivery of priorities.</li> <li>Future-plans activities and liaises with key stakeholders to clarify deadlines and undertakes proactive follow up.</li> </ul>
Initiative	Self	<ul style="list-style-type: none"> <li>Demonstrates a high degree of ownership, self-motivation and works autonomously.</li> <li>Anticipates and solves problems to deliver to requirements.</li> <li>Identifies opportunities for improvement and takes initiative.</li> </ul>
Detail & Quality Orientation	Self	<ul style="list-style-type: none"> <li>Produces high quality, accurate work with a high degree of attention to detail.</li> <li>Seeks support from other colleagues to ensure the production of high quality work.</li> </ul>



## HOW TO APPLY

Applications should be addressed to Bernie Dyer. Please visit [henderconsulting.com.au](http://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.