



**EXECUTIVE ASSISTANT TO THE BOARD
AND EXECUTIVE MANAGEMENT TEAM**

JOB & PERSON SPECIFICATION

MAY 2022

Job Title: Executive Assistant to the Board and Executive Management Team

Role Purpose	The Executive Assistant is responsible for providing professional administrative support to the Board under direction of the Chief Executive Officer. The role is responsible for providing Board Secretarial duties including the delivery of timely, accurate and coordinated Board materials and end to end processes.		
Reports to:	Chief Executive Officer	Direct Reports:	Nil
Business Unit:	Corporate	Award Level:	Non Award
Office Location:	70 Dale Street, Port Adelaide	HR Approval Date:	December 2021
Internal Relationships:	<ul style="list-style-type: none"> Executive Management Team Board 	External Relationships:	<ul style="list-style-type: none"> External Consultants

Person Specification (Knowledge, Skills and Experience)

Qualifications	<ul style="list-style-type: none"> Current & unrestricted SA driver’s licence Current National Police clearance Current NDIS clearance or willingness to attain Current influenza and COVID-19 vaccination
Experience	<ul style="list-style-type: none"> Demonstrated experience in similar role working with a Board. Executive administration and project management experience. Intermediate level experience in the use of Microsoft Office Suite.
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge of Board practices. Strong attention to detail and accuracy, including editing, formatting and delivery of professional documents. Demonstrated ability to coordinate, advance plan and streamline processes. Ability to deliver on multiple priorities within tight timelines. High level communication and interpersonal skills. Ability to establish and maintain positive and effective professional relationships across the organisation and externally. Meticulous attention to detail. High level verbal and written communication and interpersonal skills.

Job Function Details		
Key Result Area	% of Time	Tasks
Board Secretariat Duties	50%	<ul style="list-style-type: none"> • Management and co-ordination of forward agenda items. • Booking and co-ordination of Board and Board committee meetings, including room preparation, catering etc. • Preparation and quality control of agendas, papers and reports for distribution as per the timetable, in coordination with the CEO and relevant Executive Managers. • Co-ordination of Board training as required. • Taking of minutes at meetings and distribution. • Updating of plans when required. • Act as the point of contact for all Board enquiries. • Liaise with stakeholders and action requests to coordinate communication and proactively ensure responses to meet deadlines. • Coordinate various events, project based work, research and documentation as required. • Maintain best practice administration systems, procedures and protocols and ensuing high level document management.
Board Administrative Support	25%	<ul style="list-style-type: none"> • Provide administrative support to the Chair and the Board when required. • Make travel and accommodation bookings as required. • Management of incoming and outgoing correspondence. • Co-ordinate special events as directed e.g. Board functions. • Manage the Board portal and communication between the Board and Executive Managers.
Executive Administrative Support	25%	<ul style="list-style-type: none"> • Provide administrative support to the CEO and Executive when required. • Continuously improve administrative practices, systems and procedures to increase efficiency. • Undertake projects as directed.
Competency Profile		
Competency	Level	Behaviours
Communication	Self	<ul style="list-style-type: none"> • Communicates professionally at all times both internally and externally including verbally, in emails and in all correspondence. • 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. • Proactively seeks support and guidance from colleagues as appropriate. • Provides the CEO with continual progress reports against key activities and priorities to close the loop.
Adaptability & Flexibility	Self	<ul style="list-style-type: none"> • Smoothly handles multiple demands, shifting priorities and ambiguity. • Demonstrates flexibility and a proactive approach to problem solving.
Team Orientation	Self	<ul style="list-style-type: none"> • Collaborates with others to achieve priorities. • Clarifies requirements and delivers on commitments. • Anticipates the needs of key stakeholders and considers how actions will impact upon them. • Seeks feedback from others to meet requirements and continuously improve. • Shares all relevant or useful information.

Competency Profile		
Planning & Organising	Self	<ul style="list-style-type: none"> Plans and prioritises own tasks and activities to deliver the best outcomes for key stakeholders. Coordinates activities of others to ensure reliable delivery of priorities. Future-plans activities and liaises with key stakeholders to clarify deadlines and undertakes proactive follow up.
Initiative	Self	<ul style="list-style-type: none"> Demonstrates a high degree of ownership, self-motivation and works autonomously. Anticipates and solves problems to deliver to requirements. Identifies opportunities for improvement and takes initiative.
Detail & Quality Orientation	Self	<ul style="list-style-type: none"> Produces high quality, accurate work with a high degree of attention to detail. Seeks support from other colleagues to ensure the production of high quality work.



HOW TO APPLY

Applications should be addressed to Bernie Dyer. 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.