Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Executive Assistant</th>
<th>Position No.:</th>
<th>CR2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>Various</td>
<td>Classification:</td>
<td>A4</td>
</tr>
<tr>
<td>Reports to:</td>
<td>General Manager</td>
<td>Duration of Contract:</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney</td>
<td>FTE:</td>
<td>1.0</td>
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Position Overview

The primary purpose of this position is to provide high level administrative, organisational and support services including diary management, meeting co-ordination, document preparation, records management and budget support services. As required, this position supports other managers and the ACARA Board and liaises with ACARA Board members of and other key stakeholders.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

1. Provide high level administrative and executive support to the General Manager including reviewing documents for the General Manager’s approval, managing responses to confidential correspondence, reports, agendas and minutes/action items, diary management, arranging and scheduling appointments, teleconferences, refreshments, meetings, conferences and managing stakeholder enquiries
2. Screen and attend to a broad range of confidential and sensitive enquiries and telephone requests assessing information for referral the General Manager or to other staff, relaying critical information to appropriate staff and ensuring any relevant follow up action is taken
3. Research and investigate issues and prepare correspondence as required
4. Co-ordinate and monitor correspondence and briefings for the General Manager
5. Co-ordinate the General Manager’s speaking engagements in conjunction with conference organisers, government or industry representatives
6. Initiate and maintain positive professional relationships with organisations and individuals at all levels within the public and private sectors on a range of organisational matters
7. Assist with the establishment and maintenance of processes in the office, including record keeping processes
8. Comply with WHS instructions, policies and procedures and conduct your work in a safe manner
9. Other duties as requested.

**Skills, Knowledge and Experience (Key Selection Criteria)**

To be considered for this role candidates must be able to demonstrate they have:

1. Relevant experience in providing services to a General Manager and/or other senior executives.

2. Highly-developed communication (written and verbal) and interpersonal skills, with the ability to apply a high level of judgement.

3. The capacity to manage a range of confidential issues professionally while developing and strengthening productive relationships at all levels.

4. The ability to work autonomously and within a team.

5. Be highly organised and have the ability to manage competing demands and changing priorities within stringent timelines.

6. Strong information technology skills and experience, especially in the use of Microsoft Office (Outlook, Word, Excel, Power Point) including reformatting and web-based technologies.

7. Experience in collating and preparing board documents and communications with Board members and senior internal and external stakeholders.

**Dimensions of the role**

- Number of direct reports - < Nil>
- Number of direct and indirect reports - < Nil>
- Financial delegations - < Nil>
- HR Delegations - < Nil>

**Important Relationships**

<table>
<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>▪ Managers and General Manager</td>
<td>▪ ACARA Board</td>
</tr>
<tr>
<td>▪ Executive Assistants</td>
<td>▪ Senior officers of state and territory school authorities and national agencies</td>
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<tr>
<td>▪ Project officers</td>
<td></td>
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<td>▪ Finance officers</td>
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**General Manager / CEO Approval**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date:</th>
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