Position Description

Position Title: Board Secretariat Officer

Position No.: OoCEO6B

Business Group: Office of the CEO

Classification: P1

Reports to: Board Secretary

Location: Sydney

Position Overview

The primary purpose of this position is to support ACARA’s Board Secretariat team by providing assistance and completing tasks to align with the organisation’s objectives.

This may include research, analysis and drafting, liaising with ACARA’s Managers and Executive Team, various project related work as requested, coordinating meetings, recording minutes, attending to meeting logistics, printing and collating Board and committee papers, creating a range of documents and informational materials, and data entry.

Core accountabilities

1. Comply with and promote OHS instructions, 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. Work collaboratively within business group and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

- Provide support in relation to processing copyright requests: inclusive of - reviewing requests, liaising with publishers and other third parties seeking to use ACARA materials, drafting emails to senior management making recommendations in relation to permission requests, and, maintaining a copyright register
- Provide support to the Board secretariat in meeting its reporting and drafting requirements: inclusive of assisting with the production of ACARA’s Annual Report and the organisation and dispatch of all other reports to external parties
- Provide support for ACARA’s Board and Committees: inclusive of - updating contact details, induction packs, and meeting schedules as well as maintaining related registers and respective extranet sites
- Liaise with Board and Committee members and their executive assistants in relation to Board and Committee meetings and support the Board secretariat in associated administrative tasks: inclusive of – making bookings as required and assisting with the compilation and dispatch of papers
- Provide general administrative and professional support
- Preparation for meetings
- Assist with the creation and maintenance of files using ACARA’s record management system (TRIM)
- Any other duties as directed.

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

- Strong analytical skills and willingness to challenge assumptions and contribute ideas/ suggestions on how to improve processes or methods
- Excellent oral and written communication (including drafting correspondence to senior management and external stakeholders) and interpersonal skills including the ability to deal professionally and courteously with a diverse group of internal and external clients
- Demonstrated initiative and sound organisational/time management skills, with a high level of attention to detail and the ability to identify improvements, determine priorities, multi-task and effectively and efficiently meet strict timelines
- Demonstrated ability to work in a dynamic team environment with appreciation of working styles of other team members, operate independently as needed and take initiative where appropriate
- An understanding of the customer service requirements of the position and a demonstrated record of strong commitment and achievement in meeting customer needs, including recognising potential conflicts and seeking to resolve issues efficiently and courteously
- Intermediate to advanced computer skills, especially across the Microsoft Office package, including use of formatting features such as tables and mail merge

**Dimensions of the role**

<table>
<thead>
<tr>
<th>Number of direct reports-</th>
<th>Nil</th>
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<tbody>
<tr>
<td>Number of direct and indirect reports-</td>
<td>Nil</td>
</tr>
<tr>
<td>Financial delegations-</td>
<td>Nil</td>
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<tr>
<td>HR Delegations-</td>
<td>Nil</td>
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</tbody>
</table>

**Important Relationships**

<table>
<thead>
<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>Board secretariat team</td>
<td>Publishers and other third parties wishing to use ACARA's copyright materials</td>
</tr>
<tr>
<td>Curriculum, assessment and reporting area staff</td>
<td>Board and Committee members, Board and Committee member EAs</td>
</tr>
<tr>
<td>Management across ACARA</td>
<td>Department of Education, Employment and Workplace Relations</td>
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</tbody>
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**General Manager / CEO Approval**

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<tr>
<th>Name</th>
<th>Signature</th>
<th>Date:</th>
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- Office of the CEO
- Board Secretariat Officer
- OoCEO6B
- 08/01/2013