

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Executive Assistant</b>
<b>REPORTS TO:</b>	Chief Scientific Officer
<b>DIRECT REPORTS:</b>	NA
<b>LOCATION:</b>	Melbourne
<b>KEY CONTACTS:</b>	Senior Management Team (SMT), Executive Assistant/Office Manager, all staff, CSO's contacts
<b>EFFECTIVE DATE:</b>	
<b>TYPE OF EMPLOYMENT:</b>	Full Time

## PURPOSE OF POSITION

To provide high-level administrative and project support to the CSO and the Senior Project Manager.

## KEY PERFORMANCE INDICATORS ( KPIs)

### Key Responsibilities:

1. Support the CSO with planning, scheduling meetings and appointments and general diary management.
2. Assist CSO with forward planning and preparation, including ensuring documents requiring the CSO's attention are available to review prior to meetings.
3. Assist the CSO with organisation of workflow and advise of matters requiring personal attention, with associated deadlines.
4. Co-ordinate information from other team members required by the CSO to meet work deadlines.
5. Support the Senior Project Manager with critical projects, liaising with team members and key internal stakeholders.

**Roles and Responsibilities:**

Key Responsibilities	Major Activities
Office Administration Support	<ul style="list-style-type: none"> <li>• Provide secretarial support as required</li> <li>• Ensure invoices and mail are dealt with appropriately</li> <li>• Ensure office area is clean and well organized</li> <li>• Back up for Executive Assistant/Office Manager and Admin Assistant as required</li> </ul>
Diary Management	<ul style="list-style-type: none"> <li>• Management of the CSO's daily and weekly tasks</li> <li>• Scheduling of time for the CSO to prepare for meetings</li> <li>• Reorganising of diary as required</li> <li>• Coordination of staff one to one meetings monthly</li> <li>• Maintain awareness of critical projects and support the CSO of deadlines and arrange his work flow accordingly</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Monitor and follow up on Department's Health and Safety plan including corrective actions and improvement initiatives.</li> </ul>
Co-ordinate information from other team members	<ul style="list-style-type: none"> <li>• Monitor milestones that the CSO is relying on others contribution towards</li> <li>• Follow up with other team members to submit their information to the CSO on time, ensuring the CSO has adequate time to review prior to finalisation</li> <li>• Establish routines where the Science Division has a clear understanding of recurring tasks</li> </ul>
Support the Senior Project Manager	<ul style="list-style-type: none"> <li>• Coordinate CPT meetings</li> <li>• Take notes or minutes from critical path meetings when required.</li> <li>• Check agenda and supportive documents and notes.</li> <li>• Check details in all paperwork working with others as necessary.</li> <li>• Identify and take any follow up action arising from the notes that are required</li> </ul>

## Qualifications and Skills required

### Qualifications

- Office Admin/Secretarial qualification
- An understanding of project management/ and or business administration principals is desirable.

### Skills

- Secretarial/admin experience
- Proficiency in Microsoft Office

### Other:

Health & safety	<p>Take care of own safety and that of co-workers.</p> <p>Identify and communicate opportunities to improve health and safety.</p> <p>Report all safety incidents and hazards.</p>
Planning and organising	<p>Efficient time management skills with an ability to identify more critical activities and assignments, adjusts priorities when appropriate.</p> <p>Allocates appropriate amounts of time for completing work; avoids scheduling conflicts, develops timelines and milestones.</p> <p>Ability to work autonomously and coordinate with other team members to ensure the critical deadlines can be met.</p> <p>Has excellent comprehension of what tasks/appointments can and can't be moved.</p> <p>Monitoring the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.</p>

Project Management	Has a good understanding of project management principals and an ability to manage tasks with multiple inputs.
Customer Service	Proactively builds effective working relationships with others. Ability to liaise with all levels of staff and other contacts
	Asks questions to determine needs; listens carefully; provides appropriate information; summarises to check understanding.
	Acts promptly in routine situations; agrees on a clear course of action in non-routine situations; takes opportunities to exceed expectations without making unreasonable commitments.
	Asks questions to check for satisfaction and commits to follow-through.
Communication Skills	Coveys information, both written and verbal in a clear and professional manner
	Accurate relaying of information from critical project meetings
	Excellent communication skills
	A confident and professional manner with an understanding of confidentiality
Quality Orientation	Accurately and carefully follows established procedures for completing critical tasks.
	Vigilantly watches over job processes, tasks, and work products to ensure freedom from errors or omissions
	Initiates action to correct quality problems or notifies others of quality issues as appropriate.
	Show high degree of accuracy and attention to detail