



## Position Description

### Executive Assistant to CEO and Board

<b>Overview</b>	
Position title	Executive Assistant to CEO and Board
Location	Albany WA
Contract type	Permanent
Employment status	0.6 FTE
Remuneration	Gross salary \$75,000 plus superannuation, pro-rata for FTE (\$45,000 plus superannuation @ 0.6 FTE)
Team	CEO Office
Approval	Chief Executive Officer, 30 <sup>th</sup> January 2025

<b>Relationships</b>	
Reports to	Chief Executive Officer
Direct reports	Nil
Internal	Board and Senior Leadership team, Project Leads
External	Stakeholder

#### Position summary and purpose

The Executive Assistant manages the day-to-day operations of the CEO and Board. The position co-ordinates and supports the Board and sub-committees' meetings including governance and policies.

#### Key responsibilities and duties

1. Manage day to day operations of the CEO including diary, travel and credit card reconciliation.
2. Co-ordinate the Board and sub-committee's meetings and actions.
3. Provide support and advice to Board & Directors.
4. Contribute to the ongoing management of the Board governance and policies.
5. Co-ordinate and manage SLT meetings & actions.
6. Perform other duties as directed by CEO.
7. Coordinate the collation, presentation and distribution of meeting papers and documentation, and provide a thorough and timely follow-up regarding key issues and tasks that require action.
8. Attend Board and sub-committee meetings and prepare minutes.
9. Manage the process for circular resolutions.
10. Manage and coordinate reporting requirements for the Board.
11. Support the Board with recruitment, induction and travel arrangements.
12. Develop and maintain the Board's planning calendar.



- 13. Organise the AGM in accordance with the Constitution.
- 14. Ensure board member details, constitution, manuals, induction and clearances are current and maintained.

**Requirements for success in this role – selection criteria**

<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Experience in an Executive Assistants position or experience in a similar role,
	High level time management skills
	Strong administration skills, including minute taking
	Positive and proven interpersonal skills to develop and maintain relationships
	Strong communication skills, both written and oral
	Teamwork skills and experience
	Advanced computer skills including Microsoft Office
	Good people management skills.
	Possession of C class driver’s license
Desirable	Understanding or knowledge of WHS requirements.

**Policies, workplace practices and conditions**

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organization's policies, procedures, and safe work practices, for the safety of themselves and others.

This position has the potential for some periods away from home and during peak work periods, work outside of normal hours may be required.

<b>Acceptance of responsibilities and expectations of the position</b>			
<b>Employee</b>		<b>Manager</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	