



Position Description

Executive Assistant to CEO and Board

| Overview | |
|-------------------|---|
| Position title | Executive Assistant to CEO and Board |
| Location | Albany WA |
| Contract type | Permanent |
| Employment status | 0.6 FTE |
| Remuneration | Gross salary up to \$80,000 plus superannuation, pro-rata for FTE |
| Team | CEO Office |
| Approval | Chief Executive Officer, 19 th May 2026 |

| Relationships | |
|----------------------|---|
| Reports to | Chief Executive Officer |
| Direct reports | Nil |
| Internal | Board, Senior Leadership team, Business Development Manager, Program Leads, Business Services |
| External | Stakeholder |

Position Summary and Purpose

The Executive Assistant manages the day-to-day administrative operations of the CEO's Office and supports the SLT and the Board. The position coordinates and supports Board and subcommittee meetings, including governance and policy matters.

Key Responsibilities and Duties

CEO and Board Operations

1. Manage the day-to-day operations of the CEO Office, ensuring the CEO is well-organised, well-briefed and well-supported across diary management, travel coordination and administrative processes.
2. Coordinate the collation, presentation and distribution of meeting papers and documentation, and provide thorough and timely follow-up regarding key issues and tasks that require action.
3. Attend Board and sub-committee meetings, draft papers and prepare minutes.
4. Manage the process for circular resolutions.
5. Along with SLT, provide support and advice to the Board and individual Directors.
6. Contribute to the ongoing management of Board governance and policies.
7. Support the Board with recruitment, induction and travel arrangements.
8. Ensure Board member details, constitution, manuals, induction and clearances are current and maintained.
9. Coordinate and manage SLT meetings and actions.

Strategic and Annual Cycle

10. Organise the AGM in accordance with the Constitution.
11. Support the CEO in progressing business development activities and strategic initiatives, including working with the Business Development Manager.
12. Assist the CEO in monitoring and progressing their KPIs.
13. Draft, review, edit and polish technical documents and professional correspondence on behalf of the CEO.
14. Coordinate the completion and production of the annual report.
15. Complete other tasks as directed by the CEO.

Policies, Workplace Practices and Conditions

The person in 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 organisation'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

| Acceptance of responsibilities and expectations of the position | | | |
|--|--|-------------------|--|
| Employee | | Manager | |
| Name: | | Name: | |
| Signature: | | Signature: | |
| Date: | | Date: | |

