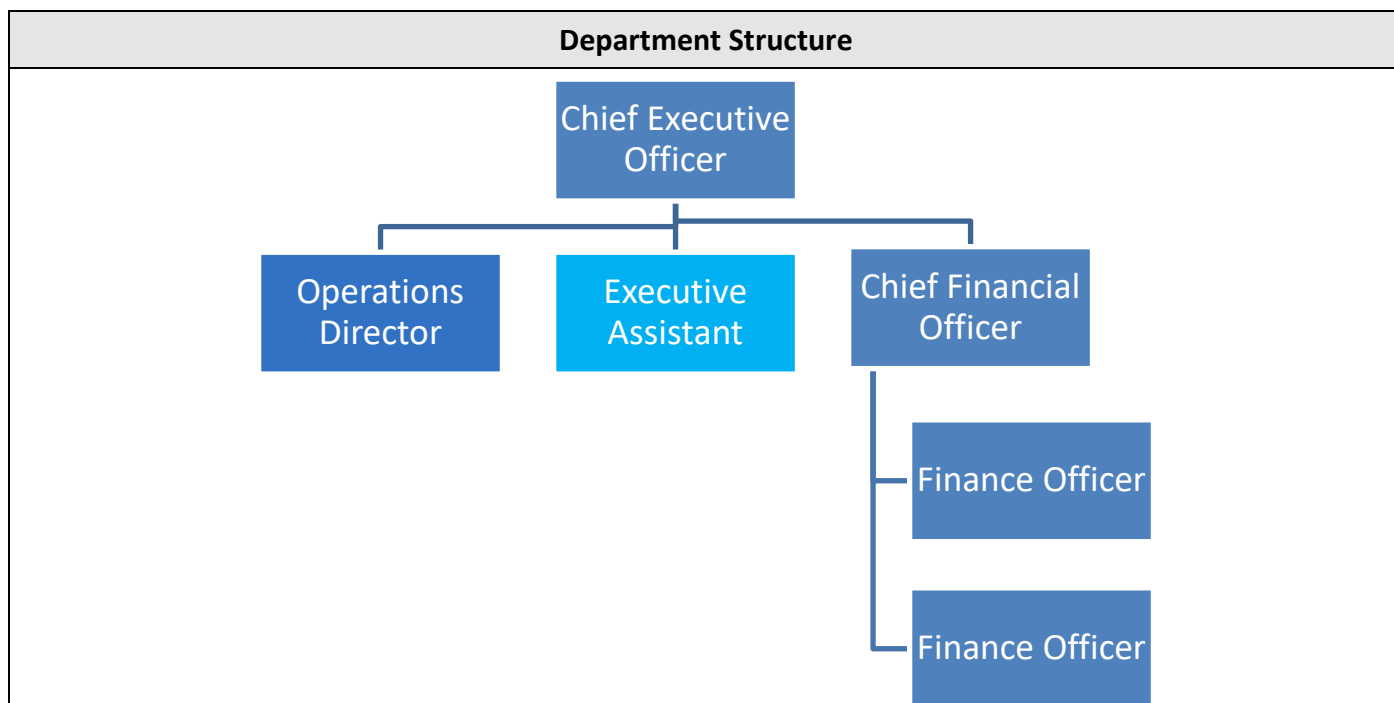


# POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Award / Level:</b>	Local Government Industry Award MA000112 - Level 6
<b>Salary:</b>	\$75,000 (pro-rata) plus Superannuation and Leave Loading
<b>Department:</b>	CEO's Office
<b>Type:</b>	Permanent part time – 30 Hours per week

<b>Position Purpose</b>
<p>The Executive Assistant works to provide comprehensive administrative and governance support to the CEO, Operations Director and CFO enabling them to focus on strategic initiatives and decision making.</p> <p>Working with a high level of discretion and efficiency, the Executive Assistant serves as a key liaison between the executives, internal staff, and external stakeholders, handling inquiries, scheduling appointments, coordinating meetings, and managing documentation.</p> <p>By effectively managing calendars, streamlining communication, and assisting with the coordination of the organisation's reporting requirements and compliance, the role contributes to the overall productivity and effectiveness of the executive team. This position requires a high level of professionalism, discretion, and attention to detail, as well as strong communication and organizational skills.</p>



## Key Result Areas

- **Administration – Executive Support**
- **Calendar and Schedule Management:**
  - Coordinate and manage the executives' calendars, including scheduling appointments, meetings, and conference calls.
  - Anticipate scheduling conflicts and proactively resolve them to optimize the executives' time.
- **Communication Liaison:**
  - Serve as the primary point of contact for internal and external communications, screening calls, and handling inquiries with professionalism and efficiency.
  - Draft and edit correspondence, emails, and other documents on behalf of the executives.
- **Meeting Coordination and Support:**
  - Prepare meeting agendas, presentations, and materials as needed,
  - Ensure that Directors are provided with briefing notes, files and relevant information prior to scheduled meetings;
  - Attend meetings, take accurate minutes, and follow up on action items to ensure timely completion.
- **Document Management and Filing:**
  - Maintain organized and up-to-date electronic and physical files, ensuring easy retrieval of documents.
  - Handle confidential information with discretion and integrity.
- **Administrative Support:**
  - Provide executive secretarial and administrative support primarily to the Directors in the Chief Executive's Office
  - Draft and process correspondence as required
  - Investigate matters and enquiries requiring initial assessment and response, follow up matters and where required, resolve matters in consultation with relevant staff
  - Act as a liaison between the executives and other staff members, fostering effective communication and teamwork.

- **Administration – Project Support**

### Major Actions

- Assist the CEO with cross organisational project applications and acquittals collaborating with team members across departments to facilitate seamless execution.
- Preparation and active management of calendar of organisation reporting requirements including funding rounds, applications and acquittals, Council and regulatory reporting
- Co-ordination of information gathering to meet reporting deadlines including ongoing timely and accurate data collation across programs and sites and from different business systems
- Maintaining accuracy and version control of PP&VA Policy Manual and associated Procedures
- Document control

### Performance Measures

- Timely delivery of administrative tasks
- Discretion and compliance to confidentiality policies
- Accuracy of documents and consistency in delivery

## Key Result Areas

### 1. Administration – Governance Support

#### Major Actions

- Preparation and distribution of Board Papers and support for Committee Papers as required.
- Board member liaison in relation to Board Meeting attendance
- General communication with the Board as needed
- Assisting in data collation for Board reports including Strategic Plan and Funding Body KPI
- Board minute taking and timely Actions Arising advice and follow up, including updating and distribution of approved Policy updates.
- Support to Art Form and other Board committees as required
- Support to the CEO in Board Recruitment and Induction processes.

#### Performance Measures

- Timely delivery of Board and Committee Papers
- Ongoing high quality of all materials maintained
- Ongoing accuracy

### 2. Administration - General

#### Major Actions

- General and organisation-based administration tasks as directed
- Ensure staff members certifications and license registers are up to date and accurate
- Ensure organisational certifications and licenses (WWC, First Aid, liquor, APRA etc) are up to date
- Assist in recruitment process and paperwork distribution
- Records maintenance

#### Performance Measures

- Timely delivery of administrative tasks
- High level of accuracy
- Improved services across organisation.

### 3. Customer Service

#### Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery

#### Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

## Key Result Areas

### 4. Corporate Governance and Effective Work Practices

#### Major Tasks

- Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

#### Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System – IMS

## 5. Work Health and Safety (WHS)

### Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

### Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

## Qualifications, Experience and Specialist Skills & Knowledge

### Essential

- Proven experience as an executive assistant or similar role
- Excellent organizational and time management skills, with the ability to multitask and prioritize effectively.
- Strong communication skills, both written and verbal, with a professional and approachable demeanor.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive information.

### Desirable

- Business administration qualifications and/or experience

## Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

## Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

### Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

### Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

## Values and Behaviours

### Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

### Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

### Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

### Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

### Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

### Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals