



## Position Description

Position title:	Executive Assistant
Entity:	Austroads
Division:	Executive
Job Type:	Full – time (1.0 FTE)
Location:	Austroads Melbourne Offices
Reports to:	Chief Executive
Responsible GM:	Chief Executive
Direct reports:	Nil
Date reviewed:	September 2023

## Organisational Context

Austroads is the association of Australian and New Zealand transport agencies.

We provide authoritative, practical and impartial advice, information, tools and services to help our members to deliver safe, efficient and reliable mobility to their customers.

We also deliver value to a range of other key stakeholders across government, industry and communities, where there is a demonstrated societal benefit to do so.

Austroads comprises several business activities, including the core Austroads work program, the National Exchange of Vehicle and Driver Information System (NEVDIS), and Transport Certification Australia (TCA).

Our teams are located across Australia and New Zealand. We work in an integrated and collaborative way, along with external consultancies and other partners, to ensure our products and services are delivered successfully and maximise value.

Austroads promotes a culture of professionalism, innovation, and integrity, with a commitment to accountability, quality, and excellence in the delivery of all of our programs and services.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds. We support our people through ongoing development and learning opportunities and create a supportive team environment for all our staff. We strive to be an employer of choice.

Austroads takes inclusion and diversity seriously. We embrace difference and diversity of identity, experience and thought, and actively strive for inclusive behaviours across our company and our work.

## The Role

### Position Purpose

The Executive Assistant (EA) is responsible for providing a range of generalist administrative support services to the Austroads Chief Executive (CE).

### Major Responsibilities/ Accountabilities

The role is responsible for:

- Providing high level executive support and secretarial assistance to the CE, including preparation and dissemination of correspondence, diary management, communication management and coordination of meetings.
- Providing administrative support for the monthly Austroads Executive Group (AEG) meetings, including organising meetings, collating, reviewing and distributing papers, and managing minutes and actions.
- Assisting with provision of administration support for the Board Risk Management Committee, including organising meetings, collating, reviewing and distributing papers, and managing minutes and actions.
- Providing administrative support for the IT Strategy and Architecture Review Board or equivalent, including organising meetings, collating, reviewing and distributing papers, and managing minutes and actions.
- Assisting with the preparation and distribution of other risk papers to the AEG and Board as required.
- Providing assistance, advice, and support for Austroads general managers
- Assisting the Sydney Office Manager with the preparation, coordination and dissemination of the Board papers.
- Preparing correspondence and reports for the CE as required.
- Coordinating internal executive management meetings, including preparation and dissemination of papers and minutes.
- Managing travel and accommodation for the CE.
- Undertaking executive assistant and administrative duties as required.

### Key stakeholder interfaces

#### Internal

- Austroads CE
- All general managers
- All staff

#### External

- Chair of Austroads Board
- All Austroads board members
- Austroads stakeholders.

## The Person

### Qualifications, knowledge, and experience

The Executive Assistant will possess:

- Significant experience supporting a Chief Executive, preferably in a government or other highly regulated environment.
- Strong stakeholder engagement skills and the ability to influence others.
- Excellent working knowledge of the Microsoft suite.
- Proven ability to work independently and a capacity to meet challenges through the application of personal initiative and development of innovative options and solutions.
- A knowledge of government decision making processes and procedures would be highly regarded.

### Personal qualities

The incumbent will need to present a professional image and build a strong relationships across the enterprise. Specifically, the role requires:

- Highly developed analytical and problem-solving skills, including strong conceptual skills, the ability to apply sound judgement to complex policy challenges and knowledge of government decision making processes and procedures.
- The ability to determine work priorities and complete concurrent tasks and projects to a high standard within strict deadlines.
- Highly developed written and oral communication skills, as well as negotiation and interpersonal skills, including the ability to consult, liaise and influence, conduct high level and sensitive negotiations and the ability to build working relationships across various organisations.
- A service focused approach.
- Strong networking and teamworking skill.
- Strong attention to detail.
- Commitment to ongoing professional development and learning.
- Professional ethics and integrity.
- Comfort working in an environment which is constantly evolving.