

JOB DESCRIPTION

TELETHON KIDS INSTITUTE



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| Why is this Job Description being written? | | <input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described | | |
| POSITION DETAILS: | Position Title: | EXECUTIVE ASSISTANT TO EXECUTIVE DIRECTOR | | |
| Division: | Professional Services | Research Group: | N/A | |
| Position reports to: (role) | Head of Corporate Governance and Strategy; Company Secretary | | | |
| Location: <i>include all possible locations</i> | 100 Roberts Road Subiaco | | | |
| POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, what this role does and why | | | | |
| To provide high level executive support to the Institute's Executive Director. This includes extensive diary and appointment management, actioning and drafting correspondence, detailed travel arrangements, and liaising with internal and external stakeholders. The role requires a high level of attention to detail, an ability to predict needs and actions, the ability to work under pressure and excellent time management and communication skills. | | | | |
| KEY RESPONSIBILITY AREAS <i>(Please list in order of importance)</i> | | | | |
| Key Position Accountabilities What are the main areas for which the position is accountable | % of Total Role | Inputs: What are the key activities or tasks to be carried out? | Outputs: What are the expected end results? | Measures: How it is measured |

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| <p>Executive support</p> | <p>70%</p> | <p>Provide high level executive assistance to the Executive Director to ensure a smooth workflow:</p> <ul style="list-style-type: none"> ● Monitor and manage all phone calls and emails, prioritise actions and escalate where necessary ● Extensive diary management including complex meetings with internal and external stakeholders, VIPs, and other appointments and commitments ● Provision of personal assistance functions as required ● Ensure Executive Director fully prepared for all upcoming commitments including necessary briefings, papers, travel arrangements, parking etc ● Extensive travel management including flights, accommodation, itineraries and expenses ● Prepare and format documentation including correspondence, submissions, and reports ● Assist in preparation and formatting of presentations ● Maintenance of professional and research curriculum vitae ● Assist in coordination of grant submissions ● Other duties as directed | <ul style="list-style-type: none"> ● Communications triaged effectively ● Diary maintained to high standard and Executive Director fully briefed and prepared for all commitments ● CV maintained regularly ● Meetings efficiently scheduled and coordinated ● Preparation of documentation to a high standard ● Travel is well coordinated | <ul style="list-style-type: none"> ● Director is satisfied with the executive support provided and is fully prepared for all commitments ● All emails triaged appropriately ● CV up to date ● Minimal corrections required to draft documentation ● All travel components finalised to schedule |
| <p>Administrative support</p> | <p>30%</p> | <ul style="list-style-type: none"> ● Provide secretariat support including preparation of agenda, papers, minutes and actions to allocated committees ● Assist Company Secretary with corporate governance administrative requirements as directed ● Maintain filing system and databases ● Renew subscriptions to journals and professional memberships ● Reconcile credit card expenses ● Action incoming and outgoing mail ● Arrange catering and provide support for meetings and other events ● Other administrative duties as directed | <ul style="list-style-type: none"> ● Secretariat support to high standard ● Filing systems (hard and soft) maintained ● Credit card acquittals completed in a timely way ● All correspondence actioned ● Meetings coordinated | <ul style="list-style-type: none"> ● Agenda, papers, minutes and actions prepared to schedule ● All filing and document management up to date ● Credit cards acquitted each month ● Catering and other meeting requirements well managed |

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

- Year 12 or equivalent

Skills, Knowledge & Experience:

- Minimum five years' experience in an executive assistant role
- Advanced user of Microsoft Office Suite
- High level of attention to detail with demonstrated ability to show initiative and creativity in problem solving
- Advanced organisational and time management skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills and telephone manner
- Demonstrated experience with complex travel management
- Demonstrated ability to work independently and set priorities
- Demonstrated ability to manage large and varied workload and maintain motivation under pressure

DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role

Skills, Knowledge & Experience:

- Experience in a research, university or similar not-for-profit organisation
- Knowledge of research grant administration and reporting processes (eg RGMS)
- Knowledge of medical and scientific research terminology, concepts and processes
- Knowledge and experience of databases (eg Endnote)

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- No – however will need to manage to a budget

People responsibility: Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

0

No. of indirect reports

0

ORGANISATIONAL CHART: (please complete using position titles or insert diagram below)

Next level of supervision

Executive
Director

Immediate level of supervision

Head Corporate
Governance &
Strategy

Other roles reporting to immediate supervisor

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| | Administration Officer x 4 | Executive Assistant | | | |
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Direct reports (role x no.)

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ADDITIONAL INFORMATION: is there any additional information that needs to be understood to explain this role?

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