



POSITION DESCRIPTION

Position Title:	Executive Personal Assistant
Cluster / Business Unit / Division	Commercial Products & Services
Section or Unit:	
Classification:	Band 4
Job Family:	Administration
Position Description Number:	PD-1733
Work Contract Type:	Administration
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The Executive Personal Assistant provides a diverse range of confidential secretarial and administrative support to the Group Executive Customer Products and Services, Senior Management and various Customer Products and Services teams.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Commercial Products and Services includes several businesses that have a commercial focus including, ANSTO Minerals, ANSTO Radiation Services, Nuclear Waste solutions, Business Development, Silicon, Integrated Business planning and Marketing and Sales.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide confidential high level secretarial and administrative support to the Group Executive Customer Products and Services, other members of the Customer Products and Services Senior Management Team and Customer Products and Services staff
- Screen and prioritise incoming and outgoing communication for Customer Products and Services Senior Management. Use discretion to raise urgent and important matters to the Group Executive or other members of the Senior Management team
- Utilise judgement to independently assess, prioritise and action matters. Direct, action and coordinate responses to internal and external enquiries on behalf of the Group Executive and Senior Management
- Manage the diary of the Group Executive and members of the Senior Management Team including influencing and negotiating timelines and appointments as required. Ensure they are informed of their daily commitments and receive background information or briefing papers for meetings in a timely manner
- Provide customer service and ensure information provided to clients is accurate and given in a timely manner in line with ANSTO policies and procedures
- Assist with a range of accounting, purchasing, staff management and other activities including process of invoices, raising purchase orders, processing expense claims, stationary ordering

- Provide secretarial support such as arranging and attending meetings (minute taking), organising Management attendance at external conferences and meetings, arranging travel and accommodation for staff as required
- Maintain office filing and database systems
- Develop and document standard work procedures
- Lead and participate in continuous improvement activities and identify ways to streamline Customer Products and Services operations, including proactively supporting the introduction of new systems and processes
- Assist in the creation of correspondence, business submissions, documents, reports, publications and presentations
- Obtain information for Senior Management for use in reports, speeches and presentations as requested
- Coordinate and supervise VIPs, Board Members and others visiting ANSTO where appropriate
- Maintain & develop effective working relationships with a wide range of internal and external stakeholders
- Contribute to Customer Products and Services and other ANSTO projects as required
- Undertake additional duties as required and during periods of leave of other staff

Decision Making

- Determine key work priorities within the context of agreed work areas and will consult with the Group Executive Customer Products and Services or applicable General Manager on complex, sensitive and major issues that have a significant impact on Customer Products and Services.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Managing conflicting priorities in respect of work delegated by Management and staff
- Assist Senior Management with ongoing administrative support in a deadline driven commercial environment
- Developing an understanding of the major issues and key personnel who interact with the Group Executive and other Senior Managers from within Customer Products and Services;
- Dealing effectively with enquiries from external stakeholders in a deadline driven commercial environment
- Working smoothly and effectively with the Customer Products and Services Management Team using common systems
- Promptly attending to unforeseen matters arising that require urgent attention
- Providing consistent and accurate data to senior management covering all manner of statistics

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive Customer Products and Services	<ul style="list-style-type: none"> • Provide a diverse range of confidential secretarial and administrative support • Receive guidance and direction
Senior Management Customer Products and Services &	<ul style="list-style-type: none"> • Provide a diverse range of confidential secretarial and administrative support

Customer Products and Services teams	• Support specific projects as required
ANSTO Executive	• Provide an interface with the ANSTO Executive
ANSTO Management & Employees (Customer Products and Services)	• Provide support to all staff as required
External	
Regulators	• When required provide a first contact point for regulators and facilitate further discussions
Collaborators/Customers	• When required provide a first contact point for customers and facilitate further discussions

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Group Executive Customer Products and Services.
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer)
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in AP-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma in business administration or equivalent experience.
2. Extensive experience providing executive level secretarial and administrative support.

3. Ability to deal with complex matters with tact diplomacy and maintain confidentiality.
4. Excellent interpersonal and communication skills both written and oral.
5. Strong commitment to customer service.
6. Ability to work unsupervised as an individual or within a team.
7. Proven problem solving skills.
8. Proactive, deadline driven with proven ability to independently prioritise tasks.
9. Advanced skills in Microsoft Office, experience using SAP desirable.
10. Commitment to safety, quality and principles of continuous improvement.
11. Experience in procurement and basic accounting.
12. Previous experience taking minutes (shorthand desirable).
13. Personal qualities that add value to a team operating in a high level client service / safety & quality environment.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Oleh Nakone	Name:	Oleh Nakone
Title:	Group Executive Commercial Products and Services	Title:	Group Executive Commercial Products and Services
Signature:		Signature:	
Date:		Date:	