



## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Cluster / Business Unit / Division</b>	Office of the CEO/COO
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1477
<b>Job Family:</b>	Administration
<b>Work Contract Type:</b>	Administration
<b>STEMM/NON-STEMM:</b>	NON-STEMM

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### POSITION PURPOSE

The primary objective of the Executive Assistant to the CEO and COO is to provide high level professional and confidential administrative, secretarial and governance compliance support to the Chief Executive Officer and Chief Operating Officer of ANSTO. As an executive support role, this role assumes a leadership position for setting standards and best practice administrative support across ANSTO. This includes developing, implementing and maintaining Administrative core systems and e-technology to ensure ANSTO alignment of executive support systems to ANSTO business systems and strategic goals.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The Office of the CEO is the key point of responsibility for the organisation. All key strategic, operational and financial decisions are made within this Office.

The office of the COO is the key point of responsibility for creating great synergies across operational areas of ANSTO and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other agencies in Canberra.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Manage the CEO's, COO's corporate calendar of events by forward planning the Executive diaries to ensure organisational alignment of strategic objectives and requirements are met both with Internal/External Stakeholders. This includes preparing both the CEO and COO with all briefing papers and background information for meetings in a timely manner; preparing complex correspondence and maintaining record keeping systems, handling confidential and sensitive information; coordination of all business correspondence and communications, working with the CEO regarding Board Meetings and the COO regarding Minister and Department interactions;
- Coordinate meeting agendas and minutes including updates and attend designated meetings using the latest technology to provide real-time minutes and action plans working with external and internal stakeholders;
- Provide high level confidential secretarial and administrative support to the CEO & COO including streamlining and triaging of incoming correspondence in both offices and ensuring all urgent and important matters are identified and dealt with within required deadlines.
- Provide superior first point of contact service for CEO and COO by building and developing positive best practice ways we manage and interact with all Internal and External stakeholders.
- Develop, liaise and implement strategies to integrate a paperless environment for CEO and COOG including develop measures of success for this strategy
- Write and manage ANSTO VIP Visit Programs for CEO and COOG external key stakeholders visiting Site.

- Manage and negotiate all travel arrangements for the CEO & COO to ensure national and international meetings with stakeholders are fulfilled with efficiency and effectiveness maximising Executives impact;
- Develop and implement/Integrate business excellence principles into CEO and COO by understanding and consistently applying the organizations operational framework;
- Work with the CEO to complete Board report preparation. Ensure timeframes are met for agendas and reports and liaise with the Board Secretary to ensure consistency and timeliness of reports and presentations for CEO approval;
- Lead and manage the effective design, implementation and operation of CEO and COO systems and processes many of which have ANSTO wide impact, including corporate governance, documentation control, standardising of Executive support to drive efficiencies through the Executive Assistants community of practice engagement meetings;
- Provide professional first contact on behalf of CEO and COO in all internal and external interactions, develop and maintain cooperative working relationships and interactions with key stakeholders in a calm, tactful and efficient manner;
- Undertake the review, design and implementation of the ANSTO Operational Scholarship and manage the process to ensuring adherence to ToR Framework.
- Develop and implement best practice ways, plans and activities to manage and interact with all Internal/external stakeholders
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- The position utilises judgement to independently assess, prioritise and action matters coming into and emanating from the OCEO and COOG;
- The position provides direct support and advice to the Chief Executive Officer and Chief Operating Officer on all administrative matters relating directly to the office;
- Lead and review the Annual CEO sponsored Operational Scholarship to determine awardees against the Organisational operating framework criteria, including preparing and providing advice to CEO on operational scholarship KPI's and BI;
- The position directs, writes, actions and coordinates responses to internal and external enquiries on behalf of the CEO & COO;
- The position is fully accountable for the identifying of key improvements to be implemented in administrative and executive support processes for implementation across the organisation;
- 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**

- Research and develop a new records management system and implement across the department
- Ensuring the successful implementation of strategic objectives and project completion whilst managing conflicting priorities and deadlines;
- Balance the day to day priorities of two offices against the long term strategic outcomes required;
- Resilience under pressure with an ability to prioritise and multitask;
- Promptly attend to unforeseen matters that arise requiring urgent attention;
- Complex and sensitive information handled;
- Establish and manage relationships in a manner that promotes a positive image of ANSTO, the CEO and COO;
- Knowledge and understanding of the key personnel, major issues, priorities and projects that the CEO and COO is involved with;
- Work within a paperless office;
- Provide leadership across the organisation to EA/administrative support staff.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Chief Executive Officer, Chief Operating Officer, ANSTO Board and Company Secretary	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide support to maintain the professional image of the CEO, COO and ANSTO</li> <li>• Facilitate efficient and effective interactions with key stakeholders.</li> </ul>
Executive Standing Committee	<ul style="list-style-type: none"> <li>• Ensure professional interactions with CEO &amp; COO</li> <li>• Administration of fortnightly meetings and agendas</li> <li>• Coordination with EAs</li> </ul>
ANSTO Senior Managers	<ul style="list-style-type: none"> <li>• Ensure professional interactions with CEO &amp; COO</li> </ul>
Work area team members and ANSTO Executive/Administrative Support Staff	<ul style="list-style-type: none"> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
<b>External</b>	
Ministers, Senior Government representatives, Heads of Regulating Agencies, Domestic and International business clients	<ul style="list-style-type: none"> <li>• Develop and maintain collaborative relationships and networks to support both CEO and COO interactions</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Chief Executive Officer; (COO, dotted reporting line)
Direct Reports	Nil
Indirect Reports	Nil

<b>Special / Physical Requirements</b>	
Location:	Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time May be required to travel interstate
Physical:	Office & home based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements May be required to obtain and maintain appropriate National Security Clearance at Negative Vetting Level 2 (top secret)

## Workplace Health & Safety

Specific role/s as specified in <u>AP- All Workers</u> <u>2362</u> of the ANSTO WHS Management System	Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## ORGANISATIONAL CHART

See attached

## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree qualifications in business Administration or related discipline or extensive relevant experience.
2. Highly developed leadership skills and the ability to work in cross functional teams with a passion for improvement.
3. Extensive displays personal drive and integrity: excellent organisational and time management skills, prioritise work and meet strict deadlines, and promote continuous improvement with an agility to implement change. Exercises discretion when handling sensitive and confidential information.
4. Professional executive support: provide professional executive contact on behalf of the CEO, COO and ANSTO. Demonstrated extensive experience in providing high level executive administrative support with strong attention to detail, customer focus and organisational skills.
5. Communicates with influence: excellent interpersonal, influencing and communication skills with ability to effectively present information (writing, editing and effective oral communicate with a range of different audiences) and facilitate favourable outcomes.
6. Understanding of a structured continuous improvement process and demonstrated ability to identify, review and implement the process which results in positive change/s in delivery.
7. Independence in decision making and the ability to make informed professional decisions related to understanding and driving outcomes for strategic and operational requirements.
8. Demonstrated ability to initiate and manage change, allocate resources effectively and identify and manage risk.
9. Superior and extensive administration skills: computer skills (including word processing, presentation software, familiarity with spreadsheets and understanding of SAP Modules), international and local travel planning (arranging al documentation in a timely manner), business technology (digital systems and paperless office environments).

## 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:	Name: Shaun Jenkinson
Title:	Title: Chief Executive Officer
Signature:	Signature:
Date:	Date: 10.03.2021