



## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Cluster / Business Unit / Division</b>	ANSTO Maintenance & Engineering
<b>Section or Unit:</b>	Chief Engineer's Office
<b>Classification:</b>	Band 4
<b>Job Family:</b>	Administration
<b>Position Description Number:</b>	PD-0757
<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 is to deliver and manage the provision of a range of support services for the AME Group & the Chief Engineer's Office. The Executive Assistant will also provide high-level personal assistance support and support divisional quality systems and manage the delivery of divisionally hosted conferences and events.

### 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.

ANSTO Maintenance and Engineering (AME) provides comprehensive project management, engineering, technical and safety and reliability services and support for the organisation. AME is comprised of the following sub-business units: Technical Services Group, Systems Safety & Reliability, Engineering Delivery & Special Projects, and the Assets Maintenance Support Group.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for this position include:

- Provide confidential executive support to the Group Executive and the Senior Leadership Team.
- Manage diary for the Group Executive for internal and external stakeholders, including negotiating timelines and appointments as required.
- Coordinate internal and external meeting or other events, including booking rooms, resources, travel, transport, equipment, and catering.
- Screen and prioritise incoming and outgoing communication for Group Executive AME. Draft routine responses and correspondence and monitor follow-up actions.
- Manage domestic and international travel arrangements, expense reconciliation, registration of attendance at external conferences and meetings for Group Executive and Senior Leadership team.
- Coordinate Visa Allocation for GM and Visa Authorisation on behalf of GM.
- Utilise judgement to independently assess, prioritise and action matters coming into and emanating from the divisional leaders, and direct, action and coordinate responses to internal and external enquiries on behalf of the relevant division.
- Collate various divisional reports including reports for the ANSTO Board, TGA, ARPANSA, ASNO and various safety reports.

- Assist the Executive Officer and AME Group Office Manager to co-ordinate materials needed for reviews, reports, correspondence, business submissions, documents, publications and presentations.
- Provide specialised administrative advice to management regarding administrative processes and procedures, to ensure high standards of efficiency are maintained and best practice is achieved.
- Manage sensitive information with confidentiality and tact, to ensure that all information is managed in an appropriate system and handled in a professional and appropriate manner.
- Contribute to AME and other ANSTO projects as required. Participate in continuous improvement activities and identify ways to streamline AME Office operations, including proactively supporting the introduction of new systems and processes.

### Decision Making

- Determine key work priorities within the context of key project initiatives and timeframes.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice provided, and is required to ensure that decisions are based on sound evidence, but at times may be required to make rational judgements with limited information on expert advice.
- 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-1628 (as amended or replaced).

### Key Challenges

- Build working relationships with line managers and employees to ensure administration services are fully utilised and provide quality support to meet business needs. Keep abreast of recent developments in the field, ensuring continual improvement and implementation of best practise.
- Maintaining key customer relationships and needs, response times and delivering efficiencies.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Chief Engineer and the Group Executive AME	<ul style="list-style-type: none"> <li>• Provide services as outlined to enable Group Executive to operate effectively</li> <li>• Receive and act on instructions to meet client needs</li> <li>• Exchange information and resolve issues</li> </ul>
AME Senior Leadership Team	<ul style="list-style-type: none"> <li>• Provide services as outlined to enable SLT to operate effectively</li> <li>• Receive and act on instructions to meet client needs</li> <li>• Exchange information and resolve issues</li> </ul>
Personal Assistant Group Executive	<ul style="list-style-type: none"> <li>• Exchange information</li> <li>• Communicate together effectively to ensure service provision to AME Senior Leadership Team is optimal</li> </ul>
AME Management & Employees	<ul style="list-style-type: none"> <li>• Provide support as required</li> <li>• Exchange information</li> </ul>
Other Internal Departments	<ul style="list-style-type: none"> <li>• Engage and collaborate with all levels of staff to meet project milestones and constraints</li> <li>• Comply with regulatory system requirements as required</li> </ul>
<b>External</b>	
ANSTO Board & Committee Members	<ul style="list-style-type: none"> <li>• When required provide a first contact point for Board &amp; Committee Members</li> </ul>
Vendors/Suppliers	<ul style="list-style-type: none"> <li>• When required provide a first contact point for vendors and suppliers</li> </ul>

External Stakeholders	<ul style="list-style-type: none"> <li>When required provide a first contact point for external agencies and facilitate further discussions</li> </ul>
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## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Chief Engineer & Group Executive AME
Direct Reports	Nil
Indirect Reports	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)
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 <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix A of AP-2362) Group Executive / General Manager 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

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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Diploma in business administration or equivalent experience.
2. Demonstrated experience providing executive level secretarial and administrative support in a dynamic and complex environment.
3. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgement and discretion.
4. Excellent interpersonal and communication skills both written and oral. Demonstrated ability to clearly convey information and ideas and establish effective interpersonal relationships with a wide variety of people.
5. Strong organisational skills, demonstrated ability to prioritise and manage competing demands and escalate issues when required, organise tasks and meet deadlines.
6. Demonstrated ability to work independently and effectively in a team, positively contributing to the team environment.
7. Advanced skills in Microsoft Office, experience using SAP desirable.
8. Proven ability to interact with senior management and employees in a professional and confident manner.
9. Strong customer service orientation.

10. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

**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.

<b>Line Manager</b>	<b>Delegated Authority</b>
Name: Con Lyras	Name: Con Lyras
Title: Chief Engineer, AME	Title: Chief Engineer, AME
Signature:	Signature:
Date:	Date:

## Appendix 1

<b>ANSTO Job Families</b>
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour