



## POSITION DESCRIPTION

<b>Position Title:</b>	Executive Assistant
<b>Cluster / Business Unit / Division</b>	Clayton Campus
<b>Section or Unit:</b>	Operations
<b>Classification:</b>	Band 4
<b>Job Family:</b>	Administration
<b>Position Description Number:</b>	PD - 1825
<b>Work Contract Type:</b>	Administration
<b>STEMM/NON-STEMM:</b>	NON STEMM

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### POSITION PURPOSE

The Executive Assistant is responsible for providing a range of administrative and support services to the Director and Head of Science as well as supporting other members of the Synchrotron Management Team (SMT) as required

Working within ANSTO's Nuclear Science and Technology (NST) division, the Executive Assistant represents the Australian Synchrotron Senior Management to high-level stakeholders and develops draft material relating to policy and communication.

The role enhances the SMT's effectiveness by providing information management support and communicating on behalf of the SMT to others.

### 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.

NST incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

The Australian Synchrotron is one of Australia's premier research facilities. It provides access to thousands of researchers annually across hundreds of organisations including the Australian and regional university sector, medical research institutes, government agencies and industry. In providing world-class characterisation techniques for structure, function and clinical investigations, the facility delivers real-world outcomes that provides national benefit across industry, health, food, environment, biotechnology, nanotechnology, energy, advanced materials and heritage/archaeology research sectors. The modern 3rd generation light source is significant in the region with its foundation suite of ten beam lines now expanding to eighteen and plays a significant role in training and career development for professionals including scientists, engineers, controls systems and computing professionals.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Provides a range of support services for the Director and Head of Science including delegated support which enhances SMT's effectiveness by providing information management support.
- Arranges travel for the Director, Head of Science and VIP visitors, checking validity of travel requests and streamlining approval process. Undertakes relevant Concur requests and acquittals.
- Coordinates the Director and Head of Science schedules, prioritizing functions and appointments to ensure Director and Head of Science optimally fulfil complex schedules of meeting commitments – including attendance and contribution and ensuring that meetings, deadlines, presentations and other duties of the Director's Office are carried out seamlessly. Where necessary, seek stand-in delegates to represent the Director at internal and external meeting.
- Provides administrative support to SMT, BRIGHT Funders Committee, Australian Synchrotron Stakeholder Committee, User Advisory Committee, Scientific Advisory Committee (SAC), BRIGHT SAC, Machine Advisory Group, and, where required, ANSTO Board meetings. Liaises between the Director and the Head of Science, and Committee members – facilitating communication, planning events, distributing information, drafting agendas, scheduling meetings and recording minutes.
- Liaises with internal clients, other government agencies, networking groups and external parties, often dealing with complex issues. Supports the NST Stakeholder Engagement function in managing VIP visits to the Australian Synchrotron.
- Drafts correspondence, speeches, presentations and reports from the Director's Office including drafting letters and documents; collecting and analysing information; initiating telecommunications.
- Develops procedures for the Director and Head of Science workflow.
- Undertake additional duties as required and during period of leave of other staff.

### **Decision Making**

- Provision of minor operational payments where appropriate and in-line with delegation and the relevant operational policies.
- 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**

- Large event management on top of day-to-day responsibilities requiring additional hours at times.
- Seen as the 'go-to' person for direction on general office operations leading to a requirement to keep up to date on overall organisation functions and processes.
- Maintaining high degree of understanding of issues and factors relative to the facility in order to be effective assisting in drafting documents.
- Interactions with the Director's office require a mix of the personal and professionalism in interacting with people and maintain a high degree of confidentiality.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
ANSTO Senior Management	<ul style="list-style-type: none"> <li>On a regular basis to liaise on behalf of the Executive Office and occasionally to provide administrative support</li> </ul>
Synchrotron Management Team	<ul style="list-style-type: none"> <li>On a fortnightly basis to provide secretariat services</li> </ul>
<b>External</b>	
Commonwealth and Victorian Governments	<ul style="list-style-type: none"> <li>Liaise on behalf of the Director's Office and occasionally to provide administrative support</li> </ul>
User Advisory Committee	<ul style="list-style-type: none"> <li>On a quarterly basis to provide secretariat services, and coordinate UAC Meetings</li> </ul>
BRIGHT Funders	<ul style="list-style-type: none"> <li>Support in compiling the BRIGHT Funders' Annual Report and supporting the BRIGHT Funders' Meeting</li> </ul>
Australian Synchrotron Stakeholder Committee	<ul style="list-style-type: none"> <li>Support in coordinating and hosting the annual ASSC Meeting</li> </ul>
Machine Advisory Group	<ul style="list-style-type: none"> <li>On an annual basis to provide support in preparing reports and hosting the MAG Meeting</li> </ul>
Scientific Advisory Committee	<ul style="list-style-type: none"> <li>On an annual basis to provide support in preparing reports and hosting the SAC Meeting</li> </ul>
BRIGHT Scientific Advisory Committee	<ul style="list-style-type: none"> <li>On an annual basis to provide support in preparing reports and hosting the BRIGHT SAC Meeting</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Director/Head of Science
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data (2016/2018)</b>	
Revenue / Grants	N/A
Operating Budget	N/A
Staffing Budget	N/A
Capital Budget	N/A
Assets	N/A

<b>Special / Physical Requirements</b>	
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Location:	Clayton 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) Public speaking
Radiation areas:	
Hours:	Willingness to work extended and varied hours based on operational

	requirements After hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

<b>Workplace Health &amp; Safety</b>	
Specific role/s as specified in <u>AG-2362</u> of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-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

## ORGANISATIONAL CHART

Ref. published organisation chart

## KNOWLEDGE, SKILLS AND EXPERIENCE

### *Essential*

- Demonstrated experience in providing high level professional executive and administration support.
- Experience in creating and maintaining office systems and procedures, and the ability to analyse and identify opportunities for improvement.
- High proficiency in use of Microsoft Office suite of programmes.
- Experience in providing support in a scientific or similar environment.
- High level organisation skills with exceptional attention to detail and effective communication skills.
- Ability to maintain a high level of confidentiality.
- Ability to influence appropriately.
- Demonstrate initiative and strong prioritisation skills.
- Ability to work autonomously and meet strict timelines.

### *Desirable*

- Knowledge of State and Commonwealth Government operations relative to the operations of a not-for-profit government funded research institution.
- Administrative writing and reporting skills
- Presentation skills
- An understanding of general science and/or basic science terminology.

## 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:	Michael James	Name:	Andrew Peele
Title:	Director	Title:	Group Executive – Nuclear Science & Technology
Signature:		Signature:	
Date:		Date:	