

## JOB DESCRIPTION

**Position Title:** Executive Assistant – Governance, Finance & Strategy  
**Business unit:**  
**Reports to (title):** Executive Assistant UOWGE CEO

**Position number:**  
**Location:** B39A  
**TRF placement:**

### Primary purpose

To provide high level support to three UOW Global Enterprises (UOWGE) Executive Directors (EDs): Commercial & Legal; Corporate Services/ CFO; Strategy and Development. This includes supporting the EDs in all aspects of their roles to facilitate the achievement of their individual and team objectives. The role also supports team members of these EDs, as needed.

The Executive Assistant (Governance Finance & Strategy) will actively demonstrate a corporate culture that exemplifies the UOWGE Corporate Values (passion, innovation, integrity, collaboration, courage, excellence).

### Key responsibilities / accountabilities

Key responsibilities / accountabilities	Outcome
<p><b>EXECUTIVE SUPPORT DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Manage diary appointments of the 3 EDs, proactively scheduling, organising and prioritising meetings and providing support to facilitate the meetings as required.</li> <li>• Draft, review and manage communications ensuring timeliness and accuracy to support the achievement of business requirements.</li> <li>• Liaise with internal and external clients, prospective clients and business contacts of the EDs in order to promote the business objectives of the Eds.</li> <li>• Maintenance of filing systems on-line including tracking and monitoring relevant documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• EDs operate efficiently and effectively</li> <li>• Compliance with policy and procedures</li> <li>• Communications managed in an effective and efficient manner</li> </ul>
<p><b>BOARD AND COMMITTEE COORDINATION:</b></p> <ul style="list-style-type: none"> <li>• Oversee the process of preparation for relevant Board and Committee meetings, including governance, agenda preparation, editing, formatting and proof-reading of board papers.</li> <li>• Manage Board portal access and distribution of board papers in a timely, efficient and professional manner.</li> <li>• Book and set up board rooms and electronic connections to meetings to ensure all attendees have a good board meeting experience.</li> <li>• Arrange and set up catering.</li> </ul>	<ul style="list-style-type: none"> <li>• Board and Committee papers are efficiently prepared and distributed in accordance with governance procedures.</li> <li>• Board meetings are well organised.</li> <li>• Board administration is efficient and effective.</li> </ul>



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<ul style="list-style-type: none"> <li>• Take minutes of committee meetings when requested.</li> <li>• Prepare draft template minutes for each meeting to assist minute taking.</li> <li>• Arrange for board and committee minutes to be signed and filed once approved.</li> <li>• Organise yearly board meetings calendar including subsidiary board meetings.</li> </ul>	
<p><b>ADMINISTRATIVE SUPPORT:</b></p> <ul style="list-style-type: none"> <li>• Support team members of each of the EDs with administrative assistance as well as assistance with preparation, editing and formatting as required</li> <li>• Manage travel arrangements for EDs and team members, including flights, accommodation, transfers and meetings</li> <li>• Contribute to the development of, and monitor, implement and evaluate administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes.</li> <li>• Reconciliation of expenses for EDs</li> <li>• Collaboration and teamwork with Executive Assistant UOWGE EA and other EAs to ensure the administrative support for the Executive, the Board and UOWGE in general is available as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Team members of EDs are provided with appropriate assistance to assist them to perform their work to a high standard and efficiently.</li> <li>• Travel requirements are met, travel costs monitored, ensure savings are made where possible and travel policy is implemented.</li> <li>• Continuous improvement of administrative practices</li> <li>• Strong collaborative support of Executive team by all EAs</li> </ul>

### Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the UOWGE to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. UOWGE wants to place you in the best situation to use your skills effectively in the position you are applying for at UOWGE

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### Other Responsibilities

1. Work health and safety responsibilities:
  - a. take reasonable care for your health and safety, and
  - b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
  - c. comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
  - d. co-operate with policies or procedures relating to health or safety at the workplace.
2. Observe principles and practices of Equal Employment Opportunity (EEO).
3. Declare any conflicts of interests that may arise during your employment to the People and Culture Department.
4. Evaluate, train, develop, and motivate staff. Demonstrate responsibility (applicable to managers / supervisors).

### Reporting Relationships

Position Reports to:	Executive Assistant UOWGE CEO
Position Supports:	Executive Director Commercial & Legal, Executive Director Corporate Services/CFO, and Executive Director Strategy & Development.
This position Supervises the following positions:	NA
Other Key Contacts:	Group CEO & Managing Director Executive Team Chairman and Board of Directors Senior Management UOW and UOWGE Executive Assistants UOW, UOWGE & UOWCA

### Selection criteria – Education and Experience

#### Essential:

- Relevant qualifications in Business Administration and Governance (degree level useful but not essential)
- Demonstrated experience supporting a senior executive, governance and/or boards.
- Experience in Board paper production and management.
- Sound working knowledge of office management and office procedures, forward looking thinker, who actively seeks opportunities and proposes solutions.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Experience with Diligent Boards.

### Selection criteria – Knowledge and Skills

#### Essential

- A demonstrated understanding of the requirements of working to the level of a CEO & Board
- Strong interpersonal skills and the ability to build relationships with staff, board members and executive team
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Strong organisational skills that reflect ability to perform prioritise multiple tasks with excellent attention to detail
- High level communication skills, including the capacity to be involved in high level discussions and to



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- provide advice at a persuasive or influential level
- Ability to work with minimal supervision
- High level analytical skills and problem solving skills
- Proficient in Microsoft Office (outlook, excel, word and powerpoint) and Adobe Acrobat

### Personal Attributes

- Ability to maintain the strictest levels of confidentiality at all times
- Has integrity and operates with transparency
- Resilient and adaptable to change
- Certified proof of right to work in Australia