

**RP-0016 Conversion Project occupied by Prue Skidmore currently on B3.****POSITION DESCRIPTION****Position Title:** Personal Assistant to General Manager**Institute / Division / Business Unit:** ANSTO Minerals**Section or Unit:** GM Office**Classification:** Band 3**Position Description Number:** PD-1301**Work Contract Type:** Administration**Primary Objective**

The primary objective of the Personal Assistant to the GM is to provide a diverse range administrative support to the General Manager and the ANSTO Minerals division.

**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 ANSTO Minerals business unit is a team of more than 60 consultants and technicians with expertise that covers chemical engineering, metallurgy, mineralogy, chemistry, geology, and radiation safety. ANSTO Minerals provides practical solutions and innovative technology in ways that deliver financial and environmental benefits to the mining and minerals processing industries as well as conducting its own Research and Development programs within these areas.

**Position Environment**

The Personal Assistant reports to the General Manager. The position provides a range of administrative support services within the division. Specific areas of responsibility fall into the main categories of client support, HR administration, finance, purchasing, asset control and personal support to management as well as the general support function to the division.

The position's key customers include ANSTO Minerals senior management and ANSTO Minerals staff. External customer liaison and support for customer visits is a core activity.

**Key Accountabilities**

- Coordination and management of administrative activities as required by the General Manager and senior management team to support the achievement of the division's goals and objectives.
- Undertake invoicing and financial management tasks as required for ANSTO Minerals to maintain compliance with ANSTO systems. Close liaison with Business Development Manager and GM in supporting revenue forecasting and Customer Relationship Management (CRM) systems.
- Coordinate with the Administrative Assistant to ensure coverage of key tasks when either member of staff is absent.
- Assist with a range of accounting, HR administrative support particularly in the areas of recruitment, sourcing non-employees, purchasing and other activities including provision of PPE for staff, process of invoices, raising purchase orders, processing

expense claims, maintenance of personnel and training attendance records/competencies and the coordination of training courses

- Sourcing and contacting suppliers, preparing and placing orders, following through to ensure delivery and the processing of invoices in preparation for payment. Manages credit card payments system for Minerals to ensure application of ANSTO policies.
- Coordinates transfer of assets and disposals in line with ANSTO policy. Coordinate the asset control function which maintains ANSTO's asset register, conducts stock-takes, tags assets and identifies surplus assets against purchase requisitions.
- Managing diaries/calendars, preparing correspondence, producing reports and other documentation, managing information so that it is readily accessible for future reference, coordinating and organising activities, dealing with enquiries, interacting with clients, resolving routine day-to-day problems, and, recording and preparing minutes of meetings.
- Undertake day-to-day activities which include planning and organise personal work schedules to ensure client deadlines are met and all activities are carried out within required time frames.
- Participate in the team's project planning and activities, including working consultatively with project leaders, clients and stakeholders and sharing information.
- Provide a high level of customer service orientation by providing accurate information, support and guidance in a professional, helpful and timely manner, including dealing with clients in a courteous and empathetic way and to escalate issues where appropriate.
- Participate in continuous improvement activities and identify ways to streamline office management
- Coordinate and supervise VIPs, clients and others visiting the facility where appropriate
- Undertake additional duties as required and during periods of leave of other staff.

### **Challenges**

The major challenges for this position include:

- Develop expertise within their area of responsibility and are expected to anticipate and resolve problems independently within the limits of their authority. This requires the use of judgement and the ability to undertake research.
- Establish and maintain effective workplace relationships with clients and staff applying knowledge in their field of activity to provide information and support.
- Be proactive in prioritising own work with minimal supervision and deciding upon the best course of action to independently resolve issues in a timely manner
- 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

### **Special Requirements**

- Working closely and cooperatively with all members of the ANSTO Minerals team and staff across ANSTO in order to achieve key outcomes.
- Understanding and application of ANSTO systems and processes including SAP, CRM and administrative and financial policies.
- Excellent understanding of MS Office products and use in Minerals systems & reporting
- Working in different areas of ANSTO as needed
- May be required to work in radiation areas under tightly regulated conditions.
- Willingness to work extended and varied hours based on operational requirements.
- Satisfy ANSTO Security and Medical clearance requirements.

## **Delegations**

The levels of authority delegated to this position are those approved and issued by the Executive Director. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

## **Work, Health & Safety Accountabilities, Responsibilities and Actions**

ANSTO is committed to delivering excellence in WHS performance based on ANSTO's core values. All employees are responsible for undertaking their activities in a safe manner and co-operating and complying with WHS requirements and to improve WHS in their workplace by taking a proactive approach to WHS, using appropriate controls, working safely to reduce risk to self and others, and reporting unsafe work practices, equipment, incidents and near misses.

The specific role, as specified in AG-2362 of the ANSTO WHS Management System, which defines the accountabilities, responsibilities and actions allocated to this position is:

- All Workers; and
- other specialised roles identified within the guideline the position holder may be allocated to in the course of their duties.

## **Knowledge, Skills and Experience**

1. Diploma of Business Administration or equivalent experience
2. Demonstrated experience in providing administrative support to Senior Management
3. Ability to deal with complex matters with tact diplomacy and maintain confidentiality
4. Excellent communication skills both written and oral
5. Advanced computing skills, particularly in Microsoft applications, SAP or equivalent financial / management systems.
6. Time management skills and the ability to plan and organise personal work schedules within required time frames.
7. Show initiative and willingness to expand work skills by learning and training in all aspects of the work being carried out.
8. Strong team member who is willing to share information and participate in the team's project planning and activities.
9. Good understanding of Government procurement policy and guidelines and sound knowledge of industry-related products and services and their providers
10. Ability to work within a team or as an individual.
11. Commitment to safety, quality and principles of continuous improvement
12. Prioritising and completing of own work and should be proactive in dealing with issues and deciding upon courses of action.
13. Strong commitment to customer service and ability interact with customers and staff with varying backgrounds.

## **Organisation Chart**

See attached.

## **Verification**

This section verifies that the Institute Head / General Manager or delegated senior officer within the division has read the Position Description and is satisfied that it accurately describes the position

Signature and date .....