Australian Government

ANSTO
Science. Ingenuity. Sustainability.

POSITION DESCRIPTION

Position Title:	Executive Assistant
Group / Division	Assurance, Risk and Compliance
Section or Unit:	Assurance, Risk and Compliance
Classification:	Band 4
Job Family:	Administration
Position Description Number:	PD-2680
Work Contract Type:	Administration
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

The Executive Assistant provides highly organised and confidential administrative and secretarial support to the Group Executive. The main functions of the role are to: manage the Group Executive's diary and correspondence (primarily MS Outlook); assist the Group Executive's preparation for meetings; coordinate and support meetings and events; manage Executive Office staff travel arrangements; and support minor internal finance and acquittals functions.

ORGANISATIONAL ENVIRONMENT

ANSTO is a leading global nuclear science and technology organisation delivering world class research and expertise to benefit Australia and support a more sustainable future. Using nuclear science, we improve health, support industries, provide expert advice to government on nuclear technologies and help develop Australia's nuclear workforce.

The Assurance Risk and Compliance division partners with the organisation to safeguard, protect and enhance ANSTO's reputation and to ensuring that the organisation operates in an efficient, effective, safe, sustainable and ethical manner, compliant with legal and regulatory obligations. The division focuses on second- and third-line defence across the organisation.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide confidential secretarial and administrative support to the Group Executive ARC. By extension support the Group Executive Officer and Senior Leadership Team.
- Manage the Group Executive's diary and correspondence (primarily MS Outlook). Negotiate timelines and appointments in consultation with the Group Executive Officer and Senior Leadership Team, and with Executive Assistants / Executive Offers across ANSTO and externally.
- Coordinate and support meetings convened and chaired by the Group Executive.
- Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering.
- Screen and prioritise incoming and outgoing communication for the Group Executive. With clear direction, draft routine responses and correspondence, and monitor follow-up actions.
- Undertake a range of accounting, purchasing, and other activities including process of invoices, raising purchase orders, processing expense claims, stationery ordering and arranging general office and equipment repairs and maintenance.

- Manage the Group Executive's and Executive Officer's domestic and international travel arrangements. Coordinate the Group Executive's preparation for and attendance at external conferences and meetings.
- Assist the Executive Officer to co-ordinate materials needed for reviews, reports, correspondence, business submissions, documents, publications, and presentations.
- Assist the Executive Officer to co-ordinate meeting agendas, resources, minutes and actions arising.
- Maintain Microsoft SharePoint / Teams office filing and database systems and document standard or improved work procedures.
- Contribute to ARC and other ANSTO projects as required. Participate in continuous improvement activities and identify ways to streamline Executive Office operations, including proactively supporting the introduction of new systems and processes.
- Coordinate and supervise visitors and external contractors when required.
- Undertake reasonable additional duties as needed and assist during periods of leave of other staff.

Decision Making

- 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).
- With broad direction, the Executive Assistant must use sound judgement to determine work priorities and information to be passed on, within the context of agreed work allocations. The Executive Assistant will consult with the Group Executive or Executive Officer daily on complex, sensitive and major issues that have a significant impact.
- The position provides direct support and advice to the Group Executive on all administrative matters relating to the Executive Office.
- The position directs, writes, actions and coordinates responses to internal and external enquiries on behalf of the Group Executive, and keeps track of Group Executive action items from initiation to completion.

Key Challenges

- Negotiating and confirming at times conflicting work priorities assigned by the Group Executive, Executive Officer and other senior staff.
- Providing high quality administrative support in a deadline driven environment.
- Handling complex and sensitive information, maintaining appropriate confidentiality.
- Developing an understanding of the major issues and key personnel who interact with the Group Executive, the Executive Office and the senior Leadership Team.
- Resilience under pressure with an ability to prioritise and multitask.
- Dealing effectively with enquiries from external stakeholders.
- Working smoothly and effectively within the Executive Office and broader ANSTO business support teams, using common systems and sharing information.
- Promptly attending to unforeseen matters arising that require urgent attention.
- Providing consistent and accurate data as requested.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Group Executive	• Provide effective and efficient support to maintain the professional high performance of the Group Executive • Receive and act on instructions to meet Group Executive and ANSTO objectives • Exchange information and resolve issues
Group Senior Leadership Team	• Assist professional and productive interactions with the Group Executive • Assist the Senior Leadership Team to function effectively in the pursuit of Group and ANSTO objectives • Exchange information and resolve issues
Group Executive Officer	• Collaborate, receive and act on instructions to meet Group Executive and ANSTO objectives • Communicate together effectively to ensure service provision to Group Executive is optimal
Committee & steering/working groups	• Administration of monthly WHS Committee meetings and agendas and committee support as appropriate • Administration of meetings, steering groups and working groups convened or chaired by the Group Executive
ANSTO CEO and Executive, counterpart EAs and EOs	• Ensure professional interactions • Exchange information and resolve issues • Collaborate and support
Group Management & Employees	• Provide support as required • Exchange information
External	
Contractors & Visitors	• Provide supervision when on site as required • Convey information
Staff of senior government officials, regulatory agencies, domestic and international engagements	• Develop and maintain collaborative relationships and networks to support the Group Executive and ANSTO.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Group Executive Assurance, Risk and Compliance
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 occasional extended and varied hours based on operational requirements

Clearance requirements:	Need to obtain and maintain an NV1 National Security Clearance for access to classified systems and information (up to Secret)

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers
	Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

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 skills with well-developed oral and written communication skills. 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. Ability to work on Unclassified and Classified IT systems.
8. Advanced skills in Microsoft Office and TEAMS, experience using SAP desirable.
9. Experience in procurement and accounts reconciliation.
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.

Line Manager		**Delegated Authority**	
Name:	Richard Zanner	Name:	Richard Zanner
Title:	Group Executive ARC	Title:	Group Executive ARC
Signature:		Signature:	
Date:		Date:	