

## JOB DESCRIPTION

**Position Title:** EA to Group CEO & Managing Director

**Position number:**

**Business unit:** Executive

**Location:** B39a

**Reports to (title):** Group CEO & Managing Director

**TRF placement:**

### Primary purpose

To provide high level support for the Office of the CEO, in a one-on-one working relationship reporting directly to the CEO. This includes supporting the CEO in all aspects of the CEO's role including those directed by the Board. This role also works closely with the Company Secretary to ensure Board meetings are well administered and Board paper production is a smooth and effective process. The position also acts as the Executive Assistant to executive and senior manager meetings as required.

### Key responsibilities / accountabilities

*In order of importance, state the major responsibilities / accountabilities of the position, what is achieved and the approximate percentage of time involved.*

Key responsibilities / accountabilities	Outcome	% of time
<p><b>1. Manage the office of the CEO, including:</b></p> <ul style="list-style-type: none"> <li>Act as the CEO's point of contact, analysing and actioning requests, including those of a sensitive nature in order to prioritise urgent matters, and taking decisive action to facilitate the optimal use of the CEO's time</li> <li>Manage the CEO's diary appointments, proactively scheduling, organising and prioritising meetings and providing support to facilitate the smooth operation of the Office of the CEO</li> <li>Ensure the CEO has all documentation required and is prepared for upcoming meetings</li> <li>Manage the CEO's inbox, prioritizing urgent matters, responding on behalf of the CEO when required, noting due dates and action for follow-up</li> <li>Draft and review communications ensuring timeliness and accuracy to support the achievement of business requirements</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>Oversee the process of preparation for relevant Board and Committee meetings, including editing, formatting and proof-reading, as well as advance distribution of materials before</li> </ul>	<p>CEO operates efficiently and effectively</p> <p>Compliance with policy and procedures</p> <p>Communications managed in an effective and efficient manner</p>	35%

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<p>meetings in electronic format when required</p> <ul style="list-style-type: none"> <li>• Liaise with clients, prospective clients and business contacts of the CEO in order to be the communications conduit with the CEO</li> <li>• Maintenance of filing systems on-line including tracking and monitoring relevant documentation</li> <li>• Reconciliation of expenses</li> </ul>		
<p><b>2. Provide and oversee administration support to the UOWGE Board Members. Tasks include:</b></p> <ul style="list-style-type: none"> <li>• Serves as the administrative liaison and support to the Board of Directors and manages Board activities</li> <li>• Be seen as an important point of contact between the Board, CEO and UOWGE Management and provide a level of comfort to the board by ensuring effective and continued communication on all areas of the business that may affect them</li> <li>• Create positive relationships with directors through the appropriate management of their expectations and agreed objectives on all projects / matters related to the board</li> <li>• Manage complex and detailed travel arrangements, ensure relevant approval is obtained if required and all relevant information is provided to the Board</li> <li>• Accompany the Board on overseas travel to ensure smooth operation, objectives delivered to achieve the desired outcome</li> <li>• Co-ordinate internal and external meetings and ensure all logistical information and documentation required has been provided to the relevant Director in advance</li> <li>• Co-ordinate all diaries for board meetings and events</li> <li>• Work closely with the office of the Group CEO and with the Chair to ensure effective communication and transparency between the Board and UOWGE Management</li> <li>• Prepare yearly meeting schedule for all Board meetings in consultation with the Group CEO and Chairs of the Subsidiary Boards</li> <li>• Review the Board and Committee agendas and follow up with relevant authors to ensure that papers are received in a timely manner</li> </ul>	<p>Boards and Committees of are administratively sound and possess good governance</p>	<p>35%</p>

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<ul style="list-style-type: none"> <li>Manage any other ad-hoc requests, as required</li> </ul>		
<p><b>3. Manage domestic and international travel bookings. Tasks include:</b></p> <ul style="list-style-type: none"> <li>Manage complex and detailed travel arrangements for CEO and Board, including flights, accommodation, transfers and meetings</li> <li>Co-ordinate and manage meetings with CEO's key stakeholders when overseas including compiling documentation for meetings</li> <li>Ensure relevant approval is obtained and travel diaries provided to Finance for FBT purposes</li> <li>Manage travel arrangements for prospective candidates</li> </ul>	<p>Travel requirements met Travel costs monitored and ensure savings are made where possible</p> <p>Travel policy is implemented</p>	10%
<p><b>4. Facilitation of Executive Meetings, including:</b></p> <ul style="list-style-type: none"> <li>Preparation of agenda including collation and distribution of documents and reports</li> </ul>	<p>Agenda and minutes, are sound and produced in a timely manner</p>	5%
<p><b>5. Event co-ordination and support including:</b></p> <ul style="list-style-type: none"> <li>Planning and management of the All Staff Christmas party including budget, logistics, communications to deliver desired outcome of event</li> </ul>	<p>Event is effective, including communication of desired messages and run within budget</p>	5%
<p><b>6. Oversee Executive Assistants including:</b></p> <ul style="list-style-type: none"> <li>Liaise with the Executive Teams EAs to ensure adequate cover during leave periods</li> <li>Manage relationships to ensure the teams are working efficiently and effectively towards achieving UOWGE's business objectives</li> </ul>	<p>Administration team operates in an effective and efficient manner</p>	5%
<p><b>7. Preparation of Company's presentations including:</b></p> <ul style="list-style-type: none"> <li>Prepare presentations for the CEO and company of a standard expected of a global company and adhering to UOWGE's brand guidelines</li> </ul>	<p>Presentations delivered to a high industry standard</p>	5%
<p>Actively demonstrate the UOW Global Enterprises Corporate Values (passion, innovation, integrity, collaboration, courage, excellence)</p>		

### 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.

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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

### 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:	Group CEO & Managing Director
This position Supervises the following positions;	NA
Other Key Contacts	Executive Team Chairman Board of Directors Senior Management Executive Assistants

### Selection criteria – Education and Experience

#### Essential:

- Relevant tertiary qualification in Business Administration or similar
- 5 to 10 years' experience in similar role and level
- Sound working knowledge of office management and office procedures, forward looking thinker, who actively seeks opportunities and proposes solutions.
- Experience in event co-ordination and delivering events and communications to set deadlines and budgets
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment

#### Desirable:

- Experience in Board paper production, document version control or similar

### Selection criteria – Knowledge and Skills

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### 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 prioritize multiple tasks with excellent attention to detail
- High level communication skills, including the capacity to be involved in high level discussions and to 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