

POSITION DESCRIPTION

Title	Executive Team Assistant
Reports to	Chief Executive Officer
Department	Office of the CEO
Employment type	Permanent full time
Location	Melbourne

ABOUT THE INSTITUTE

The Royal Australian Institute of Architects Ltd is the peak body for the architectural profession in Australia, representing more than 11,500 members. The Institute works to improve our built environment by promoting quality, responsible and sustainable design.

POSITION PURPOSE

The Executive Team Assistant is an integral part of the CEO Office, reporting into the Chief Executive Officer and is responsible for performing duties associated with the provision of confidential, executive and overall administrative support to the Chief Executive Officer. The position is also required to work collaboratively with the Executive team members nationally, providing administrative support when required. In addition, the role works closely with the Executive Officer in the provision of governance meeting materials and logistics.

ACCOUNTABILITIES

In accordance with Institute policies, procedures and guidelines and working in association with relevant staff, the Executive Team Assistant will be accountable for:

- extensive email and calendar management
- the first point of contact for the CEO managing all phone calls in a professional manner using discretion and maintaining confidentiality
- drafting correspondence, document preparation and amendments, and being responsible for ensuring information and reporting is communicated in a timely, accurate and appropriate manner
- taking ownership and responsibility for the performance of required tasks and to be prepared to self-manage the available resources, prioritising and completion of tasks
- arranging ever changing travel itineraries both domestic and international
- reconciling corporate credit cards
- providing support to the Executive team as required

- demonstrating positive and professional behaviours representative of a high performing CEO office.
- maintaining confidentiality and sound judgement to escalate where necessary, consistently championing the organisational values and behaviours
- recognizing areas of improvement within the organisation and being motivated to be part of the solution.

QUALIFICATIONS AND EXPERIENCE

The Executive Assistant should have the following:

- at least 6 years of previous experience as an Executive or Personal Assistant, ideally gained within a national professional membership environment
- extensive experience in providing high-level support to a senior executive or equivalent in a national organisation with a complex governance model.

KNOWLEDGE AND SKILLS

It is preferable that this person has:

- demonstrated ability to remain calm under pressure, whilst delivering across several competing priorities,
- demonstrated ability to influence, engage and manage senior stakeholders through highly effective verbal and written communication skills
- highly effective verbal and written communication skills
- positive, approachable and solution focused attitude
- exceptional logistical and organisational skills
- ability to proactively prioritise, plan workloads, and meet deadlines efficiently with minimal direction
- initiative, problem solving skills and the tenacity to always follow up and follow through
- self-motivation and the ability to work autonomously
- a genuine warm, courteous and friendly disposition applied to help everyone succeed
- strong technical skills particularly with PowerPoint, and Word, and preferably (but not essential) Yammer, Prezi and other innovative platforms.

KEY RELATIONSHIPS

Internal

- Chief Executive Officer (people leader)
- Executive Committee, General Managers and Executive Directors
- Board and Committee Members
- Executive Officer
- Institute employees

External

- Government department offices and officials
- Suppliers (i.e. caterers, travel agents, hoteliers)

EMPLOYEE RESPONSIBILITIES

All employees are required to:

- adhere to the Institute's Values and Code of Conduct.
- fully understand the requirements of their role, follow procedures and instructions as relevant to their role and department.
- gain knowledge of and comply with policies, procedures and instructions including:
 - Work, Health, Safety & Environment (WHS&E)
 - Human Resources (HR)
 - Finance
 - Computing security and usage
- understand emergency procedures (location of evacuation points etc.) and take all reasonable steps to ensure a safe environment.
- take reasonable care for their personal health and safety as well as that of other people who may be affected by their conduct in the workplace.
- participate in annual performance reviews and undertake and any relevant training as required for their position.
- Participate in audits and corrective action as required.
- Perform other duties as required.

All employees with management / supervisory responsibilities are required to:

- provide adequate instruction, information, supervision and training for all direct reports to perform their work in a safe manner.