

## EXECUTIVE SUPPORT OFFICER

### Position Description and Selection Criteria Statement

<b>POSITION:</b>	Executive Support Officer
<b>EMPLOYMENT:</b>	Full time (or not less than 0.8fte) ongoing. Negotiated remuneration package
<b>REPORTS TO:</b>	Chief Executive
<b>LOCATION:</b>	Canberra
<b>ORGANISATIONAL RELATIONSHIPS</b>	The position will work closely with the Chief Executive, the COTA Australia Board, senior management team and staff

#### THE ROLE:

Working directly to the Chief Executive, the Executive Support Officer will provide high level executive support to the Chief Executive and the COTA Australia Board. The Executive Support Officer will work closely with the senior management team, key contacts in state and territory COTAs, Federal Ministers and Advisors, MPs and Senators, the Commonwealth public service, media and key stakeholders in the ageing and community sectors.

#### DUTIES AND RESPONSIBILITIES

- Monitor incoming emails and correspondence for the Chief Executive, assessing priorities, and handling or referring in accordance with direction
- Assist the Chief Executive to strategically manage his calendar appointments
- Maintain a current, comprehensive and strategic task list for the Chief Executive
- On the Chief Executive's behalf, liaise with the federal government, the Commonwealth public service, Opposition and crossbench politicians, and other stakeholders to schedule and follow up meetings, and ensure good relations are maintained and enhanced
- Assist with secretariat support to Board, sub committees, National Policy Council and management team meetings including preparation of agendas, papers and minutes to a high standard
- Ensure the Chief Executive receives all papers and background materials, prior to meetings
- Coordinate a range of events and business meetings including organising itineraries, booking travel, accommodation, venues and catering
- Advise and assist the Chief Executive and management team with HR administration including personnel issues, staff recruitment, employment contracts and general office policies and procedures
- Records management and document filing
- Assist with the management and operations of the Canberra office

## **KEY SELECTION CRITERIA**

1. High level communication skills with a particular emphasis on written communication
2. Demonstrated experience in providing high level executive and administrative support
3. Sound organisational skills with the ability to coordinate multiple tasks and prioritise a changing workload
4. Excellent relationship skills including the ability to work with a wide range of people
5. Experience in HR administration in a small office setting
6. The capacity to deliver high quality outcomes and meet tight and multiple deadlines
7. Demonstrated ability to work with limited supervision, exercise initiative and maintain confidentiality
8. Capacity to work flexibly and collaboratively as part of a small team
9. Excellent IT skills and demonstrated expertise using all Microsoft Office applications and Outlook
10. Experience working in the community sector