



Executive Assistant

Sustainable Timber Tasmania manages Tasmania's public production forest for a vast array of environmental, social and economic values. Managing these forest values respectfully, innovatively and sustainably is at the heart of everything we do. As a Government Business Enterprise, we are committed to sustainably managing the forest estate, sustainably supplying timber and sustainably growing our business. Sustainable Timber Tasmania is proud to be a recognised as a Tasmanian Employer of Choice. Our people are key to the success of the business and we invest in the development of a flexible, diverse, supportive and inspiring workplace.

ORGANISATIONAL CONTEXT

Division:	Executive Management	Group:	Executive Management
Position No.	Reports To	Direct Reports	Location
10408 02269	Executive Office Manager (03143)	Nil	Hobart
Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2021		
Broadband Classification	C		

POSITION PURPOSE

To provide efficient and effective executive assistance to the Executive Team, creating an optimal working environment for the senior executives to manage the business.

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Provide high level executive assistance to the Executive Management Team with administrative support, including diary management and appointment scheduling
- Coordinate arrangements for workshops, seminars and travel on behalf of the Executive Team, Board and Committees, including setup, catering, and post-event arrangements as requested by the Executive Team Supervisor.
- Provide support with day-to-day office management activities, including but not limited to enquiry management, incoming mail receiving, receiving visitors for the Bathurst Street office and other nonspecific office administration duties that arise.
- Take minutes and prepare agendas for executive and other meetings as required and distribute meeting papers and follow up on action items
- Produce corporate documents and maintain appropriate records
- Maintain confidentiality and security of sensitive information
- Coordinate and process accounts for payment including invoices, credit cards and contract payments
- Perform monthly monitoring of Office of the Executive budgets, highlighting any anomalies
- Manage correspondence, formulate routine replies and maintain timely follow-up conforming to the organisation's presentation style, format and content protocols
- Coordinate the Executive Team's execution of contracts and other critical business documents, following corporate document management procedures
- Actively participate as a member of the executive administration team for the purposes of delivering accurate and timely advice to internal and external stakeholders
- Demonstrate exceptional interpersonal skills in building and sustaining relationships, as well as leading, and importantly operating as part of a team

KEY COMMUNICATIONS

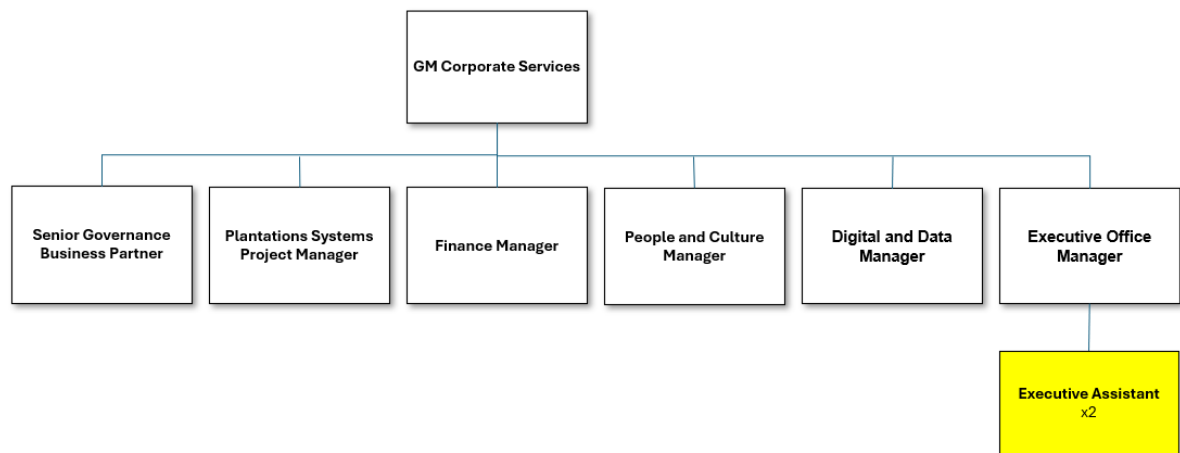
- Internally:
 - The GMT, Board and employees
- Externally:
 - Shareholder Minister and associated industry groups

QUALIFICATIONS AND EXPERIENCE		
▪ Demonstrated Office Administration and Executive Assistance experience ▪ Demonstrated Administration experience ▪ Exceptional interpersonal and communication skills		
CAPABILITIES – TEAM MEMBER		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, action plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Engages Others	Collaborating	Leveraging the skills, knowledge and expertise of others within and across teams to effectively deliver work outcomes.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	
	3. Growth – We create sustainable value	
	4. Excellence – We make it happen	
CHALLENGES		
The main challenges facing the position include: ▪ Managing competing priorities from senior executives ▪ Streamlining work		
OTHER REQUIREMENTS		
▪ Hold a current driver's licence ▪ Availability to work core business hours of 9:00 AM to 5:00 PM noting Flexibility will be provided where possible to accommodate individual needs and maintain team coverage. ▪ Required to participate in the Performance Development process ▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role		

- Must comply and adhere to the organisation's policies and procedures
- Out of hours work may be required and all staff are encouraged to be available for rostered fire duties on weekends, public holidays and outside normal work hours
- Must adhere to duty of care responsibilities to yourself and others under health and safety legislation

ORGANISATION CHART

Corporate Services Division



I have read and understand the requirements of the position as stated above.

Name and signature

Date