



**EXECUTIVE ASSISTANT TO THE CEO**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2018**

# Position Description

## GENERAL DETAILS

<b>Title:</b>	<b>Executive Assistant to the CEO</b>	<b>Reporting to:</b>	CEO & Managing Director
<b>Business Unit:</b>	Executive Office	<b>Location:</b>	Adelaide
<b>Scope:</b>	Elders Rural Services	<b>Date:</b>	October 2018
<b>Dimensions:</b>	Direct Reports: Nil Delegation of Authority: As per Elders Delegation of Authority		

## WHY THE ROLE EXISTS

The Executive Assistant (EA) provides support to the CEO in all facets of his role and ensures the executive office runs efficiently and effectively. The EA to the CEO also provides support to the Board including coordination of meetings and travel and to the Chief Finance Officer.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Task Description
<i>CEO &amp; MD support</i>	<ul style="list-style-type: none"> <li>Manages the CEO diary to ensure most effective use of the CEO's time</li> <li>Keeps CEO well informed of upcoming commitments and responsibilities, following up appropriately</li> <li>Ensures CEO has all relevant documentation required for meetings and provides briefings as appropriate</li> <li>Manages the CEO phone and email to provide appropriate screening; referral or response, including drafting responses or proposing solutions and other tasks which facilitate the CEO's ability to manage his time most effectively</li> <li>Prioritises conflicting needs; handles matters expeditiously, proactively and follows through to ensure completion of deliverables, often with deadline pressure</li> <li>Communicates directly on behalf of the CEO on matters related to the Executive Office's initiatives</li> <li>May prepares presentations; undertakes research and prepares reports / briefing papers as required</li> </ul>
<i>Investor relations</i>	<ul style="list-style-type: none"> <li>Responsible for managing the investor relations schedule, coordinating all investors relations meetings and presentations including half yearly and annual results</li> <li>Able to direct related queries to the appropriate person; CEO, CFO or Company Secretary</li> </ul>
<i>Executive Office management</i>	<ul style="list-style-type: none"> <li>Primary point of contact for internal and external stakeholders on all matters pertaining to the Executive Office</li> <li>Represents the Executive Office when liaising with senior external individuals and groups including investors, financiers, government, media and industry bodies</li> </ul>
<i>Meeting management (CEO &amp; Board)</i>	<ul style="list-style-type: none"> <li>Books and coordinates meetings on behalf of CEO</li> <li>Arranges travel plans, itineraries and agenda; and compiles documents for travel-related meetings</li> <li>Liaises with Elders board members; and coordinates travel requirements.</li> <li>Collates or prepares information for management and board reports</li> </ul>
<i>CFO and GM People &amp; Culture</i>	<ul style="list-style-type: none"> <li>Manages the diary of the CFO and GM People and Culture</li> <li>Keeps CFO and GM People and Culture well informed of upcoming commitments and responsibilities, following up appropriately</li> <li>Coordinates all travel arrangements for CFO the and GM People and Culture and Finance Team</li> </ul>
<i>Other</i>	<ul style="list-style-type: none"> <li>Oversees the effectiveness of the EA function across Elders; coordinates EA meetings,</li> </ul>

	<ul style="list-style-type: none"> <li>▪ supports the effective management of workloads across the Company</li> <li>▪ Provides budgeting support and ensures all expense management authorisations are adhered to by ExCo members for CEO sign off</li> <li>▪ Organises conferences, functions and events as required</li> <li>▪ Other professional and administrative activities as required</li> </ul>
<i>Team Contribution</i>	<ul style="list-style-type: none"> <li>▪ Contribute to the team’s business plan</li> <li>▪ Work constructively with other team members to support a collaborative culture</li> <li>▪ Role model and embed the One Elders values.</li> <li>▪ Ensure solutions are cost and resource effective for the business.</li> <li>▪ Manage personal expenses to maximise the budget.</li> <li>▪ Additional duties to deliver team requirements maybe required.</li> </ul>

## POSITION CAPABILITIES

<i>Training / Qualifications</i>	<ul style="list-style-type: none"> <li>▪ Tertiary qualifications in Business or Business Administration are desirable</li> </ul>
<i>Experience</i>	<ul style="list-style-type: none"> <li>▪ Experience dealing with senior individuals and groups including executive and senior managers</li> </ul>
<i>Skills / Knowledge</i>	<ul style="list-style-type: none"> <li>▪ Strong communication skills (written and verbal)</li> <li>▪ Well-developed influencing and negotiation skills</li> <li>▪ Advanced Microsoft Office (Word, Excel, PowerPoint, Outlook) skills</li> <li>▪ Demonstrated ability to: <ul style="list-style-type: none"> <li>- stay calm under pressure</li> <li>- plan and prioritise competing priorities</li> <li>- anticipate needs</li> <li>- think critically</li> <li>- problem solve</li> <li>- offer solutions</li> <li>- maintain confidentiality and manage sensitive information</li> </ul> </li> </ul>
<i>Licences / Accreditations</i>	<ul style="list-style-type: none"> <li>▪ Drivers licence</li> </ul>
<i>Competencies</i>	Refer Elders Leadership Competency Framework – Employee stream

## ONE ELDERS VALUES & SAFETY OBLIGATIONS

One Elders is designed to bring together all businesses under the Elders banner into one company with a single, strong and unified culture with a strong set of values:

- Behaving with honesty and integrity in every interaction
- Being accountable for results
- Using the power of our team
- Respecting the contribution of every person
- Growing valuable customer relationships
- Showing pride and passion in our organisation
- Delivering innovation and continuous improvement

Nothing is so important that it cannot be done safely.

In Elders you will be expected to:

- Ensure that all work is performed in accordance with the requirements of the Workplace Health & Safety Policy, procedures and legislation. Take reasonable care for own health & safety, as well as that of others.
- Initiate actions and awareness to improve workplace health & safety performance and ensure regular monitoring of health & safety performance in area of responsibility.

**Note:** This position description is a guide only, and may vary to be consistent with business needs.



## HOW TO APPLY

Applications in Word format only should be forwarded to Bernie Dyer by email to [23837@hender.com.au](mailto:23837@hender.com.au)

Telephone enquiries are welcome and may be directed to Bernie or Lucy Dinnison-Mitchell on (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.

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