

POSITION DESCRIPTION

Title	Executive 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 Assistant is an integral part of the CEO Officer, 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, 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, procedure and guidelines and working in association with relevant staff, the Executive Assistant will be accountable for:

- extensive calendar management and scheduling of meetings
- field and appropriately direct phone calls in a professional manner using discretion and maintaining confidentiality
- draft correspondence, document preparation and amendments
- arrange complex travel itineraries both domestic and international
- reconcile monthly corporate credit card expenses
- provide administrative support to the Executive team as required
- work collaboratively with the Executive Officer in the provision of governance meeting documentation and logistics

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

QUALIFICATIONS AND EXPERIENCE

The Executive Assistant should have the following:

- At least 8 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 organization 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
- Positive, approachable and solution focused attitude
- Exceptional logistical and organisational skills
- Ability to develop and maintain enduring relationships with internal and external stakeholders
- Ability to set priorities, plan workloads, meet deadlines and achieve objectives through the efficient use of time
- Ability to show initiative, solve problems and take actions without prompting
- Self-motivation with the ability to prioritise and work autonomously
- Strong computer skills particularly with PowerPoint, and Word.

KEY RELATIONSHIPS

Internal

- Chief Executive Officer (people leader)

- Executive Committee, General Managers & Executive Directors
- Board & Committee Members
- Executive Officer
- Institute employees

External

- Government officials
- Suppliers (i.e. catering, travel, accommodation)

EMPLOYEE RESPONSIBILITIES

All employees are required to:

- Adhere to Institute's values and code of conduct.
- Fully understand the requirements of their role and follow procedures and work instructions as relevant to their department.
- Gain knowledge of and comply with policies, procedures and instructions including:
 - Work, Health, Safety & Environment (WHS &E);
 - Human Resources (HR)
 - Finance and
 - Computing Security and Usage
- Understand emergency procedures, location of evacuation points 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 development and review 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.