**ROLE PURPOSE**

**Role Title:** Executive Assistant to the CEO  
**Division:** OCEO  
**Location:** Sydney  
**Date:** February 2024

**Employment type:** Full time, Permanent contract with flexible work arrangement  
**Reports to:** The CEO  
**Number of direct reports:** One  
**Leadership Band:** Leads Self

**Purpose of the role:**

The Executive Assistant to the CEO is accountable for providing administrative, secretarial and executive support to the Chief Executive Officer (CEO).

**The Executive Assistant to the CEO will own the outcomes of:**

1. Provide secretarial support to the CEO including: screening and assessing incoming correspondence and ensuring appropriate distribution and/or response, conduct research for speech preparation as well as preparing presentations, reports, briefs and other documentation.
2. Provide pro-active, high-level administrative and secretarial support to the CEO.
3. Proactively manage and maintain the schedule and diary of the CEO.
4. Primary support for organising all travel and associated documentation for the CEO.
5. Manage relevant key organisational meeting logistics including; preparing meeting papers, circulating resources, first point of contact for inquiries and producing minutes.
6. Undertake project management and manage special projects as directed.
7. Coordinate Executive Leadership Team (ELT) meetings, agendas, papers and minutes as required.
8. Other tasks as requested by your manager.

**Our Capabilities:**

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
2. Adhere to all The Foundation’s policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- Time Management
- Experience working in administrative and support services function.
- Previous experience supporting senior executives.
- Experience working in an international context or for a multi-national organisation.

**Skills:**

- Outstanding organisational skills, and a demonstrated ability to meet diverse and conflicting deadlines in high volume work environment.
- Strong professional personal presentation, with an attitude of service and support.
- Good attitude towards teamwork and works productively and respectfully in a team.
- Excellent interpersonal, oral and written communication skills and good attention to detail.
- Proficiency with Microsoft Office and other IT systems.
- Ability to develop effective systems for office administration tasks.

**Desirable Experience:**

- Experience in international development & NFP sector.
- Previous experience working for a CEO.
- People management skills.

**Qualifications:**

- Tertiary qualification in a related field is desirable.

**Travel:**

- As required

**The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect. This position does not involve “Working with Children” either direct or indirect.

**Additional Responsibility:**

- Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in Australia and other regions where you will be based.
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children.