

Position Description

Executive Assistant to Directors of Campaigns and Engagement

REPORTING TO	Campaigns Project Manager
WORK LOCATION:	Melbourne (Naarm)
GRADE:	4
SALARY (FTE):	\$78,260 per annum plus 10.5% superannuation
STATUS:	12 months fixed-term
HOURS:	30 hours per week (4 to 5 days, flexible)

WHO WE ARE

The Australian Conservation Foundation is Australia's national environment organisation – over 700,000 people, creating a world where forests, rivers, people and wildlife thrive. For more than 50 years, we've been protecting the web of life across our continent, from the Kimberley to the Reef and down the Great Dividing Range to Tasmania's forests.

We bring together people from community, government and business. Our supporters advocate against pollution and destruction, and for our living world. We hold decision makers to account. We champion big ideas and find common ground with unlikely partners. We are proudly independent, non-partisan and funded by donations from our supporters.

THE ROLE

The Executive Assistant enables the Director of Campaigns and Director of Engagement to deliver ACF's campaigns with impact by providing high-level professional administrative, operational and project specific support. In providing this support the position exercises a high degree of communication competence, initiative, discretion and confidentiality.

KEY COLLABORATIONS

The position in its day-to-day function will liaise with Managers from Campaigns and Engagement Directorates, and when required the Finance and Fundraising Directorates. Externally, the position liaises with various service providers and industry contact personnel (i.e. business, government and environment groups).

RESPONSIBILITIES

- Provide effective executive support for the Director of Campaigns and Engagement in:
 - Management of internal and external engagements and travel
 - Schedule and prepare for internal and external meetings, project working groups and taking follow up action as needed
 - support good internal culture, communication and information sharing
 - support the preparation of Board and Council papers
 - prepare and monitor budgets

- Organise and deliver internal team events and workshops.
- Ensure information management systems are efficient and effective.
- Liaise with government, not-for-profit and corporate representatives to facilitate effective communication and support the development of relationships between ACF and external parties.
- Observe the safe working practices and as far as you are able, protect your own and others' health and safety.
- Other duties as requested

MEASURES OF SUCCESS

The performance of the Executive Assistant will be evaluated through a regular performance conversations and reviews with the Campaigns Director and Engagement Director and assessed against indicators, including:

- Efficient and timely provision of executive support
- Anticipation and responsiveness to operational issues
- Strong document management and positive influence on organisational culture

KEY SELECTION CRITERIA

1. Excellent Administrative Skills: Demonstrated advanced organisational and administration skills. Highly skilled in minute-taking, including the ability to synthesise outcomes and discussions into clear actions and timelines. Strong understanding of information and document management and sharing practices, including adherence to privacy regulations.
2. Communication: Clear, concise, professional verbal and written skills; understands the target audience and the objectives of the communication; uses feedback to refine communication.
3. Team work: Ability to build strong rapport quickly with people from across the organisation
4. Integrity: Works effectively with autonomy and accountability; self-motivated and demonstrates initiative; thinks strategically, critically and decisively, and can quickly assesses priorities; is discrete and respects confidences
5. Detail focus: Observes fine details. Identifies gaps in information. Looks for logical sequences of information. Highlights practical considerations of plans and activities.
6. Qualifications and work requirements:
 - Excellent interpersonal skills including the ability to build and maintain positive and professional relationships within the organisation and with external stakeholders.
 - Highly proficient in Microsoft Office and associated applications and Google Suite
 - Financial literacy and experience in interpretation of budget reporting and forecasts desirable.

How to walk the talk...

ACF's top six characteristics of an ideal team

	Communicative	Supportive	Respectful	Fun	Collaborative	Focused
ACF's role	<ul style="list-style-type: none"> Provide genuine, meaningful, two-way, communication to staff Provide opportunity for staff to communicate between teams and between levels 	<ul style="list-style-type: none"> Offer flexible work arrangements Monitor, measure and seek to improve staff happiness Reward good performance 	<ul style="list-style-type: none"> Take people's ideas, worries and needs seriously 	<ul style="list-style-type: none"> Encourage a social and welcoming atmosphere Organise team gatherings to celebrate our successes and losses 	<ul style="list-style-type: none"> Communicate organisational goals and provide direction Emphasise shared goals, not individual goals. 	<ul style="list-style-type: none"> Set goals and make sure we stick to them Clearly defined reporting lines, and team functions
My role	<ul style="list-style-type: none"> Ask questions Understand you teams' priorities and help to achieve them Seek feedback Give feedback 	<ul style="list-style-type: none"> Give credit where credit is due Ask "are you okay?" and act on the answer Remind yourself that we're all human with pressures outside work 	<ul style="list-style-type: none"> Treat others as you would like to be treated Listen Let others speak Reflect. Is my behaviour making the situation worse? 	<ul style="list-style-type: none"> Take time out Remember what's important Don't be afraid to ask for help Be silly occasionally 	<ul style="list-style-type: none"> Help your colleagues (remember, you're in the same team) Realise that people work differently and that you can learn something from everyone 	<ul style="list-style-type: none"> Ask the question: "why are we doing this?" Do what's best for the team Work where you can do the most good