

Position Description Form			
Position Title:	Executive Assistant to the CEO	Location:	Perth, Melbourne or Remotely
Reports To:	Chief Executive Officer	Direct Reports:	N/A
Salary Range	\$95,000 - \$115,000 per annum		

Role Purpose

The Executive Assistant to the CEO is responsible for the management of the office of the CEO, through proactive, efficient, and effective executive and administrative management. The Executive Assistant to the CEO will be required to provide diary and email support, and complete travel and other logistic arrangements to the CEO and other senior members of NNTC as required. The role must interact seamlessly with a broad range of individuals, including members of the Senior Management Team, Board of Directors and leaders that report to the CEO.

Who We Are

Working in a dynamic sector, the National Native Title Council (NNTC) is the peak body for the native title sector. Our members are made up of the Traditional Owners of Australia's lands, waters and resources, and their representative bodies. Through the native title system, we advocate for the rights and interests of all First Nations people.

We support First Nations people's right to true self-determination – their right to speak for and manage their own Country, to govern their own communities, to participate fully in decision-making and to self-determine their own social and economic development.

www.nntc.com.au

Typical Duties & Responsibilities

Duties and Responsibilities
<ul style="list-style-type: none"> • Provide confidential secretarial and administrative support to the CEO and other NNTC staff, including management of diary, email and travel arrangements. • Develop systems and processes to manage the flow of information to and from the CEO, ensuring timeliness, consistency, retention and integrity in the knowledge and data management. • Coordinate and manage business travel, conference / meeting bookings and accommodation for the Directors, CEO and other NNTC staff. • Attend meetings with the CEO and coordinate meetings when requested, including preparation of meeting minutes and action lists. • Assist the CEO in the development of presentations. • Be available to attend and provide support for any event that requires the CEO or NNTC staff participation. • Act as the point of contact among executives, employees, clients and other external partners. • Ensure follow-up from the CEO's office. • Act as the point of contact among executives, employees, clients and other external partners. • In consultation with the Senior Executive Officer, assist in the preparation and dissemination of all board papers. • May be called on to assist the Chairman of NNTC and the First Nations Heritage Protection Alliance and other senior management. • Other duties as directed.

Qualifications and Experience

Experience	<ul style="list-style-type: none"> • At least 5 years demonstrated experience in the provision of high level, and confidential executive assistance to a CEO/Director/MD or similar. • Demonstrated experience in building strong relationships, working autonomously and within teams.
Skills/ Ability & Knowledge	<ul style="list-style-type: none"> • Exceptionally strong time management and organisational skills, with the ability to prioritise competing needs and be flexible often at short notice. • Strong written and verbal communication skills with exceptional attention to detail. • High level IT proficiency, including email, outlook PowerPoint, excel and Canva • Ability to be flexible with working hours, as some meetings may occur outside of normal business hours. • Knowledge and understanding of the culture of First Nations people.
Qualifications/ Licenses	<ul style="list-style-type: none"> • Diploma/higher level of tertiary education in a related discipline (desirable)

Core Expectations – Individuals

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Confidential and discreet	<ul style="list-style-type: none"> • You will also be expected to handle highly sensitive and confidential information exercising professionalism and discretion.
Respectful engagement	<ul style="list-style-type: none"> • Respectfully engage, communicate with, and deeply listen to our members, the NNTC team and external partners and act with the highest standards of professionalism.
Cultural authority	<ul style="list-style-type: none"> • Value the knowledge, expertise and cultural authority of our members, and place the aspirations of our members at the forefront of our work.
Manages expectations	<ul style="list-style-type: none"> • Work actively to ground our work with the needs and expectations of members.
Integrity	<ul style="list-style-type: none"> • Respect the integrity of the work we do and the impact it has.
Diversity	<ul style="list-style-type: none"> • Value the diversity of skills and experiences within the NNTC team.
Cultural safety	<ul style="list-style-type: none"> • Create a safe, supportive and caring workplace that facilitates candid and challenging ideas.
Achievements	<ul style="list-style-type: none"> • Get stuff done! Achieve results by meeting goals and timelines.
Collaboration and transparency	<ul style="list-style-type: none"> • Share information across the NNTC team, fostering participation in decision-making
Technical skills	<ul style="list-style-type: none"> • Demonstrate technical skills and support others with these skills.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Employee Declaration

I have read and understand this Position Description. I understand that I must comply with the Position Description and all the terms of my employment by the Company, including complying with the specific policies and procedures that are in effect.

I understand that the Company has the right, at its sole discretion, to make reasonable changes to my Position Description to meet the needs of the business. I understand that any breach may result in counselling, disciplinary action or the termination of my employment with the Company.

Signature

Name

Date