

Position Description

Position Title	Executive Assistant to the President		
Reports To	General Manager (Primary support relationship: ACTU President)		
Division	Administration/Executive Support	Work Centre	Operations
Location	365 Queen Street, Melbourne		
Classification	Level 5	Mode	Full time, ongoing
Direct Reports	Nil	Date	October 2026

Position Purpose

The Executive Assistant to the President provides high-level administrative, organisational and project support to the ACTU President. The position requires a detailed understanding of the ACTU and its affiliated unions, exceptional judgement and discretion, and the ability to anticipate priorities and deliver professional, responsive support within a complex and dynamic environment.

Responsibilities & Requirements

Responsibilities

- Provide high-level administrative and project support to the President of the Australian Council of Trade Unions.
- Act as a key point of contact for matters relating to the President, liaising professionally with ACTU staff, affiliated unions, elected officials and external stakeholders.
- Manage the President's diary, meetings and appointments, anticipate upcoming requirements, coordinate briefing materials, and effectively manage competing priorities and follow-up actions.
- Prepare and coordinate meeting documentation, including agendas, briefing materials, presentations and minutes.
- Manage incoming and outgoing correspondence and communications, including drafting correspondence, prioritising matters requiring attention, and maintaining appropriate records and filing systems.
- Exercise a high degree of discretion and maintain confidentiality when handling sensitive, political, personnel and organisational information.
- Contribute as a member of the Executive Support Team to the delivery of efficient and effective administrative services across the organisation.
- Assist with the planning and coordination of meetings, conferences, events and other organisational activities, including venue bookings, catering, travel arrangements, invitations and attendee management.
- Undertake research, information gathering and project support as required.
- Coordinate domestic and international travel arrangements, including flights, accommodation, itineraries, travel documentation and insurance requirements.
- Support the administration and delivery of ACTU Executive meetings and associated governance processes.
- Maintain databases, records and administrative systems to ensure information is accurate, current and accessible.
- Process expenses, undertake financial reconciliations, and manage associated administrative requirements on behalf of the President.
- Undertake other duties consistent with the classification and responsibilities of the position, as reasonably directed.

Key Requirements

Organisational Skills

Exceptional organisational skills, with the ability to manage competing priorities, deadlines and administrative processes effectively.

Communication Skills

Highly developed written and verbal communication skills, including the ability to prepare high-quality correspondence and communicate professionally with a broad range of stakeholders.

Problem-Solving Skills

Demonstrated ability to identify issues, problem-solve and implement practical and effective solutions.

Discretion and Judgement

Demonstrated ability to exercise sound judgement, maintain confidentiality and manage sensitive matters with professionalism and discretion.

Technology Proficiency

Strong proficiency in Microsoft Office 365 and the ability to quickly learn and utilise new systems and technologies.

Attention to Detail

A high level of accuracy and attention to detail in the preparation of documents, records and administrative processes.

Interpersonal Skills

Strong relationship-building skills and the ability to work collaboratively and professionally with colleagues, affiliated unions, elected representatives and external stakeholders.

Adaptability

Ability to work effectively in a dynamic environment, respond to changing priorities and maintain a flexible approach.

Time Management

Demonstrated ability to prioritise work, manage competing demands and meet deadlines while providing responsive support to a senior executive.

Knowledge and Commitment

An understanding of, and commitment to, the values and objectives of the trade union movement.

Key Contacts

Key Internal Contacts

Operations Work Centre
All ACTU Work Centre's and Staff
ACTU Leadership

External Contacts

ACTU affiliates
Other stakeholders' and relevant external parties