Australian Services Union
Victorian and Tasmanian Authorities And Services Branch

By your side

JOB DESCRIPTION

EXECUTIVE ASSISTANT/COMPLIANCE ADMIN – FULL-TIME

Position:	Executive Assistant/Compliance Admin
Classification:	Administration Officer – Grade 3-4
Occupant:	Vacant
Date:	January 2026
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Approved by:	Tash Wark

POSITION OBJECTIVE

- To provide high level assistance as required to the Branch Secretary and elected officers, trusted with complex duties and sensitive information.
- General office administration when directed, including in charge of scheduling meetings, minutes, maintaining data and producing reports and presentations for elected officers.

Under the regular direction of the Branch Secretary, elected officers, and the general supervision of the Director Finance Risk and Compliance develop and implement goals to:

- Ensure the smooth running of the office, working one-to-one with elected officers, and on a wider basis with internal and external parties
- Provide high-level administrative support to the Branch Secretary including email, diary management and travel arrangements.
- Handling internal and external correspondence directed to elected officers in a timely manner.
- Manage incoming and outgoing Executive communication (telephone, electronic, hard copy) ensuring it is responsive, welcoming, effective and aligns with branch priorities.
- Draft and edit correspondence, communications, presentations and other documents.
- Manage logistics and secretariat for Branch Executive Meetings, internal team meetings, workshops, events and functions.
- Preparation, formatting and distribution of agenda and associated papers for Branch Executive meetings, Branch Executive Sub-Committees, Leadership Meetings, and various other internal meetings.
- Record, prepare and distribute meeting minutes and maintain corporate and organisational records.

- Research, collect and analyse data and other information to prepare reports and documents as required.
- Interpret instructions and issues arising, and implementing appropriate actions according to administrative policies and procedures.
- Maintain and publish various contact lists.
- Such other tasks as directed that support or enhances the objectives and responsibilities of the position.
- Maintain Branch Policy Register and ensure timely policy reviews and updates are conducted by policy owners within established timeframes

Key areas

1. Preparation of Correspondence / Documents

- Prepare correspondence / documents, as required.
- Format, proof read and edit correspondence/documents, as required.
- Ensure all completed documentation is authorised and forwarded on for mailing / emailing, in a timely manner.
- File and retrieve corporate documents, records and reports.
- Compose correspondence as instructed by the writer.

2. Meetings

- Arrange use of meeting rooms, facilities, including equipment both in-house and outside, when requested.
- Organise teleconferences and online meetings, when required.
- Organise catering for meetings, when required.
- Print/copy and prepare documents/materials/handouts as requested for meetings.

3. Liaison with ASU Members & Others

- Contact and liaise with members / delegates, as required.
- Answer telephone enquiries, when required.
- Attend meetings, as required.
- Act as secretariat to meetings, as required.

4. Administrative/Research Functions

- Provide all necessary word processing / administrative support including filing, photocopying, faxing, emailing, etc.
- Research information, as requested.
- Send emails and distribute incoming emails in accordance with established procedures.
- Maintain reference, contact lists and other data as required, and looking for ways to improve current systems.
- Assisting IBU with administrative functions as needed

6. Policy coordination support

- Develop and maintain a review schedule and liaise with relevant branch policy owners to ensure that policies are reviewed in a timely basis.

- Ensure that staff, branch executive, delegates and members are advised and where relevant, educated on changes to existing policies or implementation of new policies.

7. Support Branch Strategic Objectives

- In conjunction with Branch Secretary responsible for the measurement and capture of designated executive metrics and performance indicators, and provide advice regarding any trends, risks and / or opportunities for improvement
- Assist Branch Leadership with Project / Program Management, reporting and tracking, cost optimization where applicable within executive function.
- Other responsibilities / duties and projects, as may be assigned by the Branch Secretary or delegate from time to time.

ORGANISATIONAL RELATIONSHIP

Reports to:	**Director Finance Risk and Compliance**
Internal Liaisons:	**All Staff**
External Liaisons:	**Branch Executive**
	Members / Delegates
	Appropriate Industry Committees
	Employers
	Other Unions
	VTHC
	ACTU
	ASU National staff and other branches

LIMITS OF AUTHORITY

The position has authority to work within established guidelines with guidance / assistance available if required.

SELECTION CRITERIA

- A demonstrated commitment to trade unionism and understanding of union values, union structures, and union organising models.
- Proven ability to identify, prioritise, set and manage multiple priorities and meet deadlines.
- Demonstrated ability to devise own work plans and work independently.
- Highly developed computer skills including MS Office Suite & MS Windows.
- High-level written and oral communication skills and the ability to use communication and information systems and to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Demonstrated capacity to display sound judgement, initiative and innovation.
- High level attention to detail, administrative and organisational skills.
- Previous experience in governance, executive and/or board support (highly desirable).
- Previous experience in compliance tasks (highly desirable).

Skills and Attributes

- Excellent time management, written and verbal communication skills
- Ability to perform under pressure, without losing attention to detail.
- Ability to perform work within specified timelines.
- Experience in the support of people and projects.

- Demonstrated ability to appropriately and sensitively deal with confidential information.
- Ability to adjust work practices to meet the needs of the union and its members.
- High degree of professionalism and judgement with the ability to maintain a high level of confidentiality.
- Have knowledge or ability to learn and use competently software systems and programs currently in use by the branch and any further programs that may be installed in the future (eg iMIS).

General Statement

This position description is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. The performance of other duties within the employee's competence and skills will be required from time to time in order to meet the Union's needs.

Privacy

The collection and handling of information will be consistent with the requirements of the Information Privacy Act 1988 and all subsequent amendments.

Other Information

The OH&S requirements of the position are:
Cooperate with all health and safety policies and procedures of the union and take all reasonable care to ensure that the actions or omissions do not impact on the health and safety of others in the union.