

## POSITION DESCRIPTION

### Position Details

<b>Title:</b>	Executive Assistant to CEO
<b>Name:</b>	
<b>Division:</b>	CEO Office

Relationships	
<b>Direct Managers</b>	CEO
<b>Direct Reports</b>	N/a
Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• CFOSDS Executive Team</li> <li>• Level 2 Executive Group (ODSM, MT&amp;D, SAP, EOS)</li> <li>• EA to Archbishop</li> <li>• EA / Administrators from each L2 organisation</li> <li>• HR &amp; Office Services team</li> </ul>	<ul style="list-style-type: none"> <li>• Chair and board members SDS</li> <li>• Chairs of organisations supported by SDS</li> <li>• Visitors</li> <li>• External customers / stakeholders – e.g. other Diocesan organisations</li> <li>• Southgate Fleet Management</li> </ul>

### Primary Purpose

In one or two paragraphs, state the main purpose of the role – use action words to define WHAT is done and WHY it is done.

- To provide executive assistance to the CEO in a manner which enhances his/her capacity to undertake the role of CEO effectively
- To understand and effectively represent the position of the CEO in relation to administrative matters pertaining to the office of the CEO

Key Result Areas (KRAs)	How are they delivered	How are they measured
<b>Organisational Values</b>	<ul style="list-style-type: none"> <li>• Model the organisational values of Sydney Anglican Offices at all times in the workplace.</li> </ul>	Ongoing

<p>Team participation, strategy and Innovation</p>	<ul style="list-style-type: none"> <li>• Make a positive contribution during team meetings.</li> <li>• Proactively consider opportunities to streamline and improve the quality and efficiency of work undertaken within the division and broader organisation.</li> <li>• Actively seek to make a contribution to the implementation of SDS strategic plan.</li> <li>• Support the annual Synod through assigned tasks as per the roster each year</li> </ul>	<p>As opportunities arise</p>
<p>Working Safely</p>	<ul style="list-style-type: none"> <li>• Work in a safe manner, complying with the policies and procedures of Sydney Anglican Offices in relation to work health and safety.</li> <li>• Report all hazards and incidents in accordance with the appropriate policies and procedures.</li> </ul>	
<p>Annual Objectives</p>	<ul style="list-style-type: none"> <li>• Meet any annual goals or objectives agreed with your senior manager.</li> </ul>	
<p>CEO Executive Assistance</p>	<ul style="list-style-type: none"> <li>• Provide secretarial support to CEO</li> <li>• Schedule CEO to facilitate timely production of key deliverables</li> <li>• Manage CEO's diary and arrange meetings in accordance with priorities etc agreed with CEO</li> <li>• Prepare first cut of meeting agendas and other documents for which the CEO is responsible</li> <li>• Prepare the first cut of standard/regular reports provided by CEO</li> <li>• Proof-read and convert CEO's reports to a standard format prior to their submission</li> <li>• Arrange scheduling, attendance, room booking and catering for CEO led meetings</li> <li>• Make arrangements for management and/or board offsites being led by CEO</li> <li>• Provide wider administrative support to the Executive team as agreed with CEO</li> <li>• Support the CEO in the management of his staff, including through the preparation of performance review and other HR documents</li> <li>• Support the CEO in the management of his CPD and CLE professional development.</li> <li>• Make CEO's travel arrangements as needed, including transport, accommodation, meals.</li> <li>• Handle confidential and personnel information with discretion and sensitivity</li> </ul>	<p>Facilitate effective use of CEO's time.</p> <p>Proactive management of CEO's diary and meetings and preparation of documentation.</p> <p>Prompt turnaround of tasks</p> <p>Reports prepared by agreed deadlines for CEO review.</p> <p>Tasks managed in an orderly manner with minimal ongoing supervision by CEO.</p> <p>Capacity to report up</p>

	<ul style="list-style-type: none"> <li>• Prepare and send correspondence to give effect to arrangements agreed with CEO</li> <li>• CEO's Credit Card Reconciliation</li> <li>• Support key CEO projects</li> <li>• Being available and contactable out of usual office hours for urgent matters</li> </ul>	<p>Monthly reconciliation of Credit Card</p> <p>Constructive/collaborative working relationships with internal and external stakeholders</p>
<b>CFO and other Executive Assistance</b>	<ul style="list-style-type: none"> <li>◦ Manage CFO's diary and arranging meetings in accordance with priorities etc agreed with CFO</li> <li>◦ Develop and maintain the CFO's filing system in Laserfiche</li> <li>◦ Assist the CFO manage audit processes and the paperwork associated with annual financial reporting.</li> <li>◦ Credit Card reconciliation for CFO.</li> <li>◦ Management of Westpac Credit Card applications</li> <li>◦ Provide administrative support for other Executive team members from time to time, including scheduling team and 1:1 meetings</li> </ul>	<p>Proactive management of CFO's diary and meetings</p> <p>Filing system is logically structured and up to date.</p> <p>Monthly reconciliation of Credit Card</p> <p>Support for other Executive team members provided in accordance with CEO's direction</p>
<b>Document /Record Management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the CEO's filing system(s) - including Laserfiche and Outlook Directories</li> <li>• Administer workflows and classification of documents for the CEO</li> <li>• Prepare the annual Service Level Agreement (SLA) reviews and update revised agreements on the intranet</li> </ul>	<p>Filing system is logically structured and up to date with minimal ongoing oversight.</p> <p>Proactive management of SLA review to ensure completed on time with current SLAs posted on the intranet.</p>
<b>Events / Meetings</b>	<ul style="list-style-type: none"> <li>• Liaise with the HR &amp; Office Services team to ensure CEO events and meetings are organised</li> <li>• Be available for occasional after-hours events or meetings</li> </ul>	<p>Events are coordinated on time as per requirements.</p>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Maintain effective working relationships with key internal and external stakeholders in connection with the work of SDS</li> <li>• Work effectively with a range of staff, including Board Chairs, Senior Clergy, Senior Managers,</li> </ul>	<p>Informal and formal feedback.</p>

	Office Services etc.	
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Escalate any risks, concerns or incidents to the appropriate management level with appropriate recommendations for resolution in a timely manner.</li> <li>• Ensure that SDS confidentiality is always maintained and that the work environment is kept secure.</li> </ul>	Risks are managed appropriately.
<b>Other Projects</b>	<ul style="list-style-type: none"> <li>• Undertake other duties and projects as directed by your manager.</li> <li>•</li> </ul>	Agreed timeframes and targets are met.

## ORGANISATION VALUES



### RESPECT

Inspired by Christ's humility, we always treat people with the dignity and care that is due to them as image-bearers of God.

*Show proper respect to everyone, love the family of believers, fear God – 1 Pet 2:17*



### INNOVATE

We continually look for better ways to serve with the resources God has given us.

*Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms – 1 Pet 4:10*



### COLLABORATE

We seek and value the input of others to better meet the needs of those we serve.

*God has placed the parts in the body, every one of them, just as he wanted them to be [for] there are many parts but one body – 1 Cor 12:18 & 20*



### CELEBRATE

We reflect on our achievements and efforts with a spirit of joy and thankfulness to God.

*I thank my God every time I remember you [and] I always pray with joy because of your partnership in the gospel – Phil 1:3-5*



### DELIVER

We are focused on providing outcomes that meet the expectations of our stakeholders.

*Always give yourselves fully to the work of Lord, because you know that your labour in the Lord is not in vain – 1 Cor 15:58*

Capability Profile	
Required Experience	<ul style="list-style-type: none"> <li>• At least 5 years' experience in in the role of executive assistant or similar</li> </ul>
Skills/ Knowledge/ Abilities/ Behavioural Competencies	<ul style="list-style-type: none"> <li>• Able to function in a self-directed manner with minimal on-going supervision</li> <li>• Excellent relationship management skills with internal and external stakeholders</li> <li>• Able to plan and deliver complex administrative projects/tasks in a timely manner</li> <li>• Able to efficiently manage and undertake multiple tasks with competing deadlines</li> <li>• Able to handle sensitive matters with confidentiality and discretion</li> <li>• Proficient in the use of MS Office. E.g. developing and formatting documents, presentations, creating charts/graphics.</li> <li>• Strong attention to process and detail</li> <li>• Strong verbal and written communication skills</li> <li>• Able to work flexible working hours</li> </ul>
Christian Commitment	<ul style="list-style-type: none"> <li>• A demonstrated Christian faith</li> <li>• Aligned with the principles and values of the Anglican Church in the Diocese of Sydney, ideally a member of an Anglican church</li> </ul>

## ACCEPTANCE

Employee Name:	
Signature:	
Date:	