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| Agency | Infrastructure Australia |
| Division/Branch/Unit | Office of the CEO |
| Location | Sydney |
| Date of Approval | April 2021 |
| Agency Website | https://www.infrastructureaustralia.gov.au/ |

Agency overview

Infrastructure Australia (IA) is an independent statutory body with a mandate to prioritise and advise on nationally significant infrastructure.

IA provides independent research and high quality advice to all levels of government, as well as investors and owners of infrastructure, on Australia's requirements for nationally significant infrastructure.

The general functions of IA are detailed in the *Infrastructure Australia Act 2008*.

The Office of the CEO provides governance, reporting, logistical and administrative support to the CEO with the aim of enabling the position to engage effectively with key stakeholders and make well-informed and timely decisions about IA's operations

Primary purpose of the role

The Executive Assistant (EA) provides administrative support to the Chief Executive Officer (CEO) and Chief Operating Officer (COO). They further provide administrative support as required to the IA Board, leadership team and broader organisation.

The EA works proactively and on their own initiative enabling CEO and COO to engage effectively with key stakeholders and make well informed and timely decisions about IA’s operations.

The role holder is expected to deal proactively with issue’s that may be confidential.

# Key Responsibilities

* Email and diary management for the CEO and COO.
* Liaise with government, ministerial offices and industry stakeholders to manage engagements for the CEO and COO in collaboration with, and on the advice of, the Communications and Engagement Team
* Management of speaking requests on behalf of the CEO, including capturing requests, coordinating with the Communications and Engagement Team, interacting with stakeholder organisations on attendance, supply of biographical details and registration.
* Arrange video conferencing and teleconferences for CEO, COO and Board
* Prepare and coordinate correspondence, presentations, briefs, agendas, minutes, letters and emails
* Prepare and collate documentation for meetings and conferences attended by the CEO, COO and Board
* Ensure quality control of documentation and correspondence and compliance with document management processes.
* Complete credit card acquittals and expense reconciliations for the CEO, COO and Board members on a timely basis and in-line with IA policies
* Arrange travel bookings, itineraries and briefings for the CEO, COO and Board
* Management and coordination of the CEO’s external board and committee commitments
* Provide strategic advice to the CEO, COO and leadership team members on organisational issues
* Manage the Executive Support Officer and oversees administrative support provided to the Chiefs and broader organisation, including co-ordination across the Executive Leadership Team.
* Manage the Office and Team Support Officer and oversees the running of the Office
* Work with the Company Secretary and Legal Counsel in organising and coordinating Board meetings, including meeting and Board paper management.
* Establish, maintain and review processes and procedures for the office of the CEO to ensure ongoing efficiency and effectiveness
* Participating in internal committees as required to promote the efficiency and effectiveness of organisational systems and processes
* Initiates and promotes a healthy and positive team and organisational culture
* Any other duties as requested by the CEO and COO.

**Essential Requirements**

* Substantial experience gained in a similar role working directly for a CEO or Senior member of Leadership team.
* Strong planning, time management and organisational skills and a demonstrated ability to consistently deliver work to a high professional standard.
* Exemplary administrative skills, including advanced Microsoft Office.
* Strong interpersonal skills, including an ability to engage with senior stakeholders regarding confidential or sensitive matters.
* Demonstrated ability to collaborate across functions to achieve shared goals.
* Ability to demonstrate and promote IA values of independence, transparency, collaboration, credibility and rigor in all that we do.

**Desirable Requirements**

* Awareness and understanding of government processes and decision making.
* Previous experience on “Diligent” platform is desirable.

*Infrastructure Australia values and supports workforce diversity. We encourage applications from Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds and people with a disability.*

Key relationships

| Who | Why |
| --- | --- |
| Chief Executive Officer | * Manages this role |
| Company Secretary & General Counsel | * Assist and undertake the Board governance admin support |
| Chief Operating Officer | * Works closely with the EA role and may provide direction on tasks related to Operation Team. |
| Executive Support Officer | * Reports into the EA |
| Operation Team | * Works with the EA on CEO and COO stakeholder engagement arrangements |

| ROLE CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Displays Self Awareness**  Manages thoughts, emotions and desires. Understands how emotions and behaviour can affect others and acts accordingly. Actively listens to understand others’ thoughts, feelings and concerns | | Exhibits high levels of self-awareness in how he or she conducts him or herself in meetings, with co-workers and clients.  Demonstrates high levels of emotional maturity in difficult situations.  Communicates his or her understanding of the other person's interests, needs or concerns.  Acknowledges the other person’s thoughts, feelings or concerns without becoming defensive. | Competent |
|  | **Acts ethically and with Integrity**  Is ethical and professional. Behaves consistently with honesty and integrity. | | Consistently demonstrates high personal standards of ethical judgement.  Behaves in a way that is consistent with Infrastructure Australia’s values, code of conduct and policies.  Demonstrates professionalism supporting a culture of integrity within their team.  Ensures that others understand the legislation and policy framework at Infrastructure Australia. | Competent |
| **Demonstrates Accountability**  Demonstrates accountability for the achievement of results through efficient resource allocation and commitment to quality outcomes | | Takes responsibility for delivering on planned outcomes and communicating them to the team  Identifies resource needs and ensures goals are achieved within budget and deadlines  Adapts to changing priorities while still achieving planned outcomes  Uses own expertise and seeks the expertise of others to achieve planned outcomes | Competent |
|  | **Influences and Negotiates**  Negotiates and influences persuasively to gain support for courses of action that benefit the team | | Negotiates from a credible and well-informed position  Leads and facilitates productive discussions with others leading to consensus, compromising when necessary  Recognises the need for compromise and acts accordingly showing sensitivity  Positively influences and negotiates with others to complete tasks and deliverables/ goals in a timely manner | Competent |
| **Works Collaboratively**  Demonstrates the ability to work collaboratively and values the contribution of others | | Builds a culture of collaboration based on respect and understanding across Infrastructure Australia  Recognises outcomes which resulted from collaboration and individual contributions  Builds cooperation and overcomes resistance to information sharing and collaboration across Infrastructure Australia and externally  Identifies opportunities to engage and collaborate with external stakeholders developing joint solutions | Adept |
|  | **Communicates Effectively**  Communicates clearly using the most appropriate method, actively listens, and works to understand diverse viewpoints and responds respectfully | | Effectively and regularly communicates issues that are critical to the team.  Translates technical and complex information for a variety of audiences  Speaks clearly, fluently and in a compelling manner to both individuals and groups.  Writes fluently in a variety of styles and formats for varied audiences | Adept |
|  | **Effectively solves problems**  Handles situations and problems with innovation and creativity. Applies own expertise effectively | | Identifies and assesses all potential responses to a problem.  Applies appropriate techniques and innovative solutions to problems.  Takes decisive action to address problems.  Provides guidance and feedback to team members to help accomplish a task or solve a problem. | Competent |
|  | **Deliver Results & Project Management**  Plans ahead and works in a systematic and organised way. Achieves results and displays a commitment to quality outcomes | | Plans, organises, directs and controls all aspects of projects.  Effectively uses goals and performance indicators to drive performance.  Plans and organises continuously while performing all other responsibilities and activities.  Uses own expertise and seeks out others expertise when necessary to achieve outcomes | Competent |
|  | **Uses information and seeks opportunities**  Analyses and interprets information, gives appropriate consideration to options and makes decisions based on relevant data and information. Gets to the heart of complex problems and issues | | Effectively uses a variety of problem-solving and analytical approaches to address challenges.  Provides analysis of policy and strategic issues.  Gathers and investigates information from a variety of sources and explores new ideas and different viewpoints  Looks for recent developments that may impact on own business area and adopts best practice approaches | Adept |