

Position Title Executive Assistant	Functional Area Office of the CEO
Position Description Id.	Business Area Office of the CEO

Reporting relationships	
Reports to:	Chief Executive Officer
Direct reports:	Nil

Context
<p>Our Vision Scitech's vision is to be a world leader in providing innovative and creative STEM programs that inspire, engage, and develop citizens for Western Australia's social well-being, economic prosperity, and sustainability.</p> <p>Our Values</p> <p>Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence.</p> <p>Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds.</p> <p>Innovation - We encourage innovation and creativity. We learn and grow by working together.</p> <p>Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others.</p> <p>Sustainability - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.</p>

Primary purpose of the role
<p>The Executive Officer is responsible for the management and delivery of general and executive management support services for the CEO and Leadership Team (LT), to support the achievement of operational, organisational and strategic objectives. The role works closely with the People and Culture team and is key to ensuring effective co-ordination of management effort across the business.</p> <p>In addition, the position also provides administrative support to the Board and Company Secretary to support corporate governance and compliance practices. As such this role will communicate directly with the Scitech Board, external Government representatives and other key stakeholders under the direction of the CEO.</p> <p>It is expected that, as with all Scitech staff, that this position adopts agile work practices, with a customer centric and future-oriented focus on best practice and digital solutions, and actively creates and maintains a healthy and safe workplace.</p>

Summary of key accountabilities, challenges and relationships
<p>Key accountabilities</p> <ul style="list-style-type: none"> ▪ Support the CEO in managing the co-ordination of LT processes including strategic planning, leadership team activities, and other initiatives. ▪ Act as the main point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses and reporting requirements meet deadlines. ▪ Coordinate projects and initiatives to support the achievement of strategic and operational goals. ▪ Assist with the preparation of reports, briefing papers and other documents for State Government and external stakeholders. ▪ Coordinate and oversee board and committee meetings and events, ensuring timely preparation of meeting papers, agendas, minute taking and action items. ▪ Support the CEO and Company Secretary with coordination of the Annual General Meeting. ▪ Assist the Company Secretary with corporate governance administration and compliance including maintenance of company registers and records, compliance reporting, board member induction and other governance matters. ▪ Draft and assist with the preparation of policies and other standard documentation. ▪ Assist in maintaining memberships with associations and professional/industry bodies. ▪ Undertake other duties as directed from time to time <p>Key relationships</p> <ul style="list-style-type: none"> ▪ Board members, CEO and Leadership Team members ▪ Company Secretary ▪ All other internal team members ▪ External government bodies, vendors, partners and contractors

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Capabilities and behavioural indicators	Essential or Desirable
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i>	
Role specific <i>and undertakes other duties as directed</i>	
Demonstrated skills and experience in the delivery of quality administrative support at an executive level, including research, investigation, analysis and preparation of high-quality and complex reports.	E
Advanced communication skills (written, verbal and listening) and interpersonal skills to develop effective relationships and provide effective advice to the CEO and executive.	E
Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment	E
Experience working with Boards, Committees and other key executive level functions	E
Personal attributes	
Strong organisational skills that reflect an ability to perform and prioritise multiple tasks seamlessly.	E
Demonstrated strong collaboration, influencing and negotiation skills at a senior level with internal and external stakeholders.	E
Continuously displays dedication to personal integrity, accountability, collaboration and relationship building.	E
Team and self	
Exceptional corporate presentation and interpersonal skills.	E
Ability to work autonomously, employ initiatives to find solutions, prioritise and exercise discretion.	E
Communication	
Demonstrated high level communication skills including proven effective written, verbal, negotiation and presentation skills with internal stakeholders across all levels of the organisation and with the full range of external stakeholders.	E
Technology	
Advanced computer skills in all applications of Microsoft Office.	E
Qualifications and licences	
Tertiary qualifications in a relevant discipline (e.g. Business, Management, public sector administration) and/or several years of relevant experience.	E
Working with Children Check <i>or ability to obtain one</i>	E
National Police Clearance <i>or ability to obtain one</i>	E

Signatures		
Employee		
Name	Signature	Date