

## POSITION DESCRIPTION

# CEO PERSONAL ASSISTANT

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## PURPOSE OF POSITION

The key purposes of this role are to:

- Ensure that quality and timely administration support is provided to the CEO;
- Provide quality and timely administrative support to the Chair, Board of Directors and Company Secretary (Corporate Services Executive)
- Facilitate effective and timely Board/Board Committee reports and meetings; and
- Provide support to the Executive and Leadership team as required

## REPORTS TO

- Chief Executive Officer

## DIRECT REPORTS

- Nil

## KEY RESPONSIBILITIES

### EXECUTIVE SERVICES

- Provide high level administrative support for CEO
- Manage the CEO' and Corporate Services Executive diary, phone messages and correspondence
- Prepare agenda and take minutes at meetings as required
- Make conference, travel and accommodation bookings
- Coordinate Executive inductions
- Provide support to Board members, Executives and Leadership team, as required

### BOARD ACTIVITIES

- Responsible for preparation and distribution of all documents for Board and Board Committee meetings seven days prior to meetings or as determined by the Board, including creating, formatting and proofing documents as required
- Prepare agenda and take minutes at Board and Board Committee meetings as required
- Ensure all documentation relating to Board and Board Committee meetings is in line with auditing and government requirements
- Make conference, travel and accommodation bookings
- Monitor, and maintain currency of, any HPC policies authorised by the Board and CEO
- Proactively ensure all key stakeholders are aware of Board and Board Committee reporting requirements
- Co-ordinate Board planning day(s) and special Board and Board Committee meetings

- Provide support to Chair of the Board including meetings, research activities and other tasks as directed
- Prepare the Board and Board Committee yearly meeting schedule
- Facilitate, update and organise notifications, documents and process for the AGM in conjunction with the Company Secretary (Corporate Services Executive)
- Ensure the smooth running of the AGM in conjunction with the Company Secretary (Corporate Services Executive)
- Respond to initial enquiries from external stakeholders regarding Membership and the AGM
- Co-ordinate and provide administrative support to CEO/Board Chair Meetings
- Responsible for the processing of Membership applications and approvals
- Responsible for the maintenance of Membership lists
- Assist the Company Secretary/Returning Officer with:
  - Board elections
  - Director appointments
  - Director inductions

## EVENT COORDINATION

- In partnership with the Marketing & Communications team, assist with the coordination of internal and external events, including but not limited to staff celebrations (eg. xmas party), cultural events, sponsored events etc.

## ORGANISATIONAL MANAGEMENT

- Establish and maintain formal and informal relationships within and outside the organisation, with peers and across various organisational levels
- Identify, develop and implement procedures and processes to continually improve the effectiveness and efficiency of the services provided by self to Executive and Board.
- Provide administrative support for organisational incident and risk management including the incident and risk management system (Folio) and extracting incident and risk reports

## LEADERSHIP

- Respond to and control unexpected situations by evaluating possible solutions based on experience and knowledge and by taking the initiative to implement the best solution
- Demonstrate professional standards and requirements through own actions
- Communicate issues to the CEO as appropriate, in a timely manner
- Actions to be consistent with organisational values, policies and procedures

## PERFORMANCE MANAGEMENT / PROFESSIONAL DEVELOPMENT

- Actively participate in activity plan reviews and goal setting for self
- Participate in agreed professional development activities

## WORK HEALTH, SAFETY AND WELLBEING

- Take reasonable care of own health, safety and wellbeing and take reasonable care that own acts or omissions do not adversely affect the health, safety and wellbeing of other persons
- Comply so far as is reasonably able, with any reasonable instruction by management and comply with HPC policies and procedures relating to health, safety and wellbeing

POSITION CLASSIFICATION

This position is classified as Business Support Services Level 5 in accordance with the Hunter Primary Care Agreement 2021.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- Diploma in Business Administration or equivalent in experience
- Demonstrated experience working in a senior administration role, providing support to executive managers
- Highly developed time management and organisation skills
- Able to use initiative to identify areas for improvement and implement changes
- Excellent attention to detail
- Highly developed (advanced) Microsoft Word skills
- Proficient in use of Microsoft Office 365 and AdobeSign (or similar)
- Strong written and verbal communication skills, with the ability to build productive professional relationships with key stakeholders
- Willingness to pitch in and get the job done
- Ability to be flexible with respect to availability, to facilitate Board meetings and other demands as required

ACCEPTANCE OF POSITION

I hereby accept the position as outlined in the above points and agree to abide by the HPC values, policies and procedures.

I understand this Position Description is designed to provide a guide to the responsibilities and activities to be undertaken in this position. This is not intended to be an exhaustive list and is not exclusive of additional responsibilities that may arise from time to time.

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Signature

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Print Name

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Date

Position Approved by: CEO, March 2024