



## POSITION DESCRIPTION

<b>Position</b>	Executive Assistant
<b>Department</b>	Administration
<b>Reports to</b>	Executive Director
<b>Supervises</b>	As required
<b>Hours of work</b>	9.00am – 5.30pm (with 1 hour lunch break) - 38 hours per week – flexibility is available on approval by Executive Director

### ABOUT WEST AUSTRALIAN BALLET

West Australian Ballet (WAB), based in Maylands, is a leading State Flagship Company, and Australian Major Performing Arts Company, presenting a dynamic and extensive series of ballet and contemporary dance works and programs in metropolitan Perth, regional Australia and beyond.

### POSITION SUMMARY

The Executive Assistant (EA) is an extension of the Executive Director (ED) whose purpose is to lead, shape and un-lock our organisations full potential through clear direction, purpose and an unwavering focus on West Australian Ballet's deliverables as well as the longer term company ambitions.

The EA is responsible for enhancing the ED's effectiveness by providing business, administration, information and communications management support; representing the Executive Director to others both internally and externally. The EA is also responsible for maintaining systems, policies and practices to enable the ED to carry out the role in a professional and timely manner.

The role includes written communications, research and report preparation including board and annual reports, minute taking, funding acquittals, advocacy and business development support, event and relationship management, meeting coordination, and travel organisation as required.

It is incumbent on the Executive Assistant to demonstrate commitment to the mission of West Australian Ballet: "To enrich people's lives through dance" and to the objectives outlined in the Strategic Plan and to demonstrate behaviour consistent with the values of West Australian Ballet: "Access. Excellence, Innovation and Integrity".

### KEY WORKING RELATIONSHIPS

- The position reports to the Executive Director as a member of the administrative team;
- Supports the WAB Board and Executive Leadership Team (as required);
- Works closely with the Finance Director (as required);
- Maintains excellent relationships with all key stakeholders including Vice Regal, government agencies, philanthropic organisations, patrons, sponsors, WAB staff and Board Directors etc.

## **RESPONSIBILITIES**

### **Administration and systems support**

- Prioritise and ensure that reports, business papers and correspondence are dealt with efficiently and promptly.
- Maintain and coordinate diary of ED. Manage the Executive Director's diary including meeting request prioritisation, confirmation and follow-up
- Organise travel arrangements where required and other related arrangements such as detailed travel itineraries
- Filing, preparation, collation and distribution of all documentation, notes and correspondence.
- Provide secretariat support to the Executive Director's committee/board of directors involvements including assembling and distributing meeting papers and agendas, booking venues, organising catering, taking minutes and maintaining records
- Identify and take any follow up action arising from Board Meetings and meeting notes that are required.
- Process credit card payments
- Advise the ED of matters requiring personal attention, with associated deadlines, and preparing relevant documentation.
- Deal with matters requiring attention, or refer them to the appropriate person in the absence of the ED.
- Maintain systems and practices that promote forward planning to ensure the ED has the appropriate documentation, reports and associated information for meetings and appointments.
- Maintain client and stakeholder confidence and protect West Australian Ballet by keeping information confidential.
- Implement and review systems to ensure the smooth and efficient functioning of the office of the ED, including developing and utilising filing and retrieval systems and the recording of meeting discussions.
- Maintaining the current filing and database system, and looking for ways to improve current systems.
- Provide coordination and administrative support for Strategic projects as required
- Build and prepare excel spread-sheets, PowerPoint presentations, reports and other documents (including board reports)
- General business analytical activities and outputs (mostly using Excel)

### **Compliance and HR Coordination**

- In close consultation with the Executive Director, ensure that policies and procedures manuals are updated to support the needs of the organisation as well as maintaining current legislative compliance.
- Administer staff recruitment and induction where required, ensuring all staff are issued the current employment policy and are updated when changes occur, and support senior staff through the recruitment and induction of their teams •
- Maintain a schedule of performance review and contract renewals, ensuring staff directors are prompted to complete all reviews and recommendations in a timely manner.
- Sick and annual leave
- Coordinate Annual Employee Engagement Survey – VOICE project
- Coordinate HR Improvement Plan and Mental Health Action Plan

## **Correspondence and communication**

- Manage and prioritise workflows to ensure that meeting reports, minutes, correspondence and matters for attention are dealt with in a professional and timely manner.
- Preparation of the annual board meeting schedule, the preparation of agenda and board papers, including the Annual General Meeting. Distribution of Board minutes and action plans prepared by the Finance Director.
- Assist the ED with the implementation of the action associated with the annual Plan, including the facilitation of staff and stakeholder meetings to assist with the translation of goals and strategies into action.
- Manage the writing of letters and written communications as appropriate for the ED.
- Coordinate flow of information and project management between executive team members and leadership team/staff members
- Represent the ED in a positive manner at all times both internally and externally.
- From time-to-time, present to external stakeholders on behalf of the Executive Director
- Contribute to a culture of safe working, collaboration, sustainability and inspiration
- Build, strong, open and collaborative relationships
- Operate with absolute discretion and confidentiality

## **Promotion of the Organisation**

- Promote the work, reputation and success stories of WAB at every contact opportunity with all stakeholders, including community groups, individuals, government organisations and the corporate sector.
- Develop and maintain a network of professional relationships with all stakeholders.
- Contribute to WAB publications and other work of the marketing team as required.

## **Other**

- Other duties as consistent with this Duty Statement or as directed by the Executive Director

## **PERFORMANCE MEASURES**

- Meets all critical deadlines, acquittal reports to funding bodies, and Board reporting deadlines.
- Meets non-critical deadlines 90% of the time. e.g. newsletter copy, written correspondence addressed within four working days, phone/emails addressed within two working days, all work documents – paper and email – filed within two working weeks of receipt.
- Has identified and undertaken at least one relevant professional development
- Information for the ED is recorded and conveyed accurately, punctually and completely
- All meetings serviced efficiently - notes or minutes produced punctually with few errors and follow up action
- All written correspondence, email and telephone enquiries to ED are dealt with promptly, warmly and efficiently
- A high standard of stakeholder service is maintained and enhanced
- Identified projects are delivered on time and within budget and with high degree of stakeholder satisfaction.

## **ESSENTIAL SELECTION CRITERIA**

1. Demonstrated Executive Assistant skills and experience working directly with an Executive Director, CEO or equivalent
2. Acute professional judgement combined with strong personal values of integrity, maturity and discretion
3. Demonstrated strong interpersonal skills and an ability to build effective relationships across all levels
4. High quality, diverse professional writing skills including electronic communications, reports and presentations
5. Strong planning and time management skills, with the ability to multitask, maintain attention to detail, work independently and take direction as required
6. Superior relationship management capabilities including effective interpersonal skills and ability to build strong, open, collaborative and trusting relationships.
7. Demonstrated general business analytics and issue resolution capacity
8. Excellent computer literacy including advanced skills in Microsoft Outlook, Word, Excel and Powerpoint, as well as social media writing and engagement skills
9. Highly developed ability to take initiative in identifying needs, analytical skills and solving problems
10. Proven project experience including research, planning, monitoring and documenting
11. Empathy and alignment with the goals, values and philosophy of West Australian Ballet

## **DESIRABLE CRITERIA**

- At least 2-3 years experience as an Executive Assistant
- HR Coordination experience
- Customer Relationship Management
- Data base management
- Tertiary qualifications or equivalent experience in business administration