

**ARPC Position Description**

<b>Role Title:</b>	Executive Assistant		
<b>Function:</b>	Chief Operating Office	<b>Classification broadband:</b>	ARPC 5/6
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	Chief Operating Officer		
<b>Direct Reports</b> (role titles):	Nil		

**Purpose of the role** (Why the role exists; how the role contributes to the ARPC’s strategic objectives)

The purpose of this role is to provide high quality executive support to a small number of ARPC senior executives (2 or 3) to support them to manage their schedules and keep up with correspondence based on their needs.

**Key Accountabilities** (Key activities, tasks, and outcomes to be achieved)

- Role model ARPC’s Values and Code of Conduct and capabilities set out in the ARPC’s Capability Framework
- Perform a variety of administrative tasks and support a small number of ARPC Senior Executives
- Manage executives’ calendars and set up meetings
- Act as the point of contact among executives, employees, customers and other external partners
- Manage information flow in a timely and accurate manner via emails and other correspondence, on behalf of senior executives
- Make travel and accommodation arrangements for senior executives (and on occasion, ARPC Board members)
- Process daily expenses and prepare weekly, monthly or quarterly reports on behalf of senior executives
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organise and maintain documents in accordance with ARPC’s document storage protocols

**Other**

- Lead and participate in other work streams and activities across ARPC, as opportunities arise

**Working Relationships** (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

**Internal Relationships**

- Build and maintain strong relationships across ARPC

**External Relationships**

- Build and maintain strong relationships with vendors and partners

<b>Person specification</b>
<b>Qualifications and experience</b>
<p><b>Qualifications</b> (indicate whether mandatory or desired)</p> <ul style="list-style-type: none"> <li>High School Certificate, Diploma or Tertiary qualification <i>Desired</i></li> </ul> <p><b>Experience</b> (minimum type and level of experience required to perform the role)</p> <ul style="list-style-type: none"> <li>2+ years hands-on experience in an executive assistant role <i>Mandatory</i></li> <li>Experience working across all levels in an organisation <i>Desired</i></li> <li>Knowledge of insurance, reinsurance banking or financial service <i>Desired</i></li> </ul>

<b>Regulatory Responsibilities</b>
<p><b>Public Interest Disclosure Act 2013 (PID Act)</b></p> <ul style="list-style-type: none"> <li>ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.</li> </ul> <p><b>Privacy Act 1988</b></p> <ul style="list-style-type: none"> <li>ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer (CFO) and/ or Privacy Champion (COO) as soon as they become aware of them.</li> </ul> <p><b>Freedom of Information Act 1982 (FOI Act)</b></p> <ul style="list-style-type: none"> <li>ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.</li> <li>ARPC ‘owners’ of website content are required to review content on their page(s) at least annually.</li> </ul>

<b>Technical Capabilities</b> (skills, knowledge, technical or specialist capabilities)
<ul style="list-style-type: none"> <li>The ability to work collaboratively</li> <li>Excellent organizational skills including time management</li> <li>Strong written and verbal communication skills</li> <li>Intermediate skills in Microsoft Word, Excel and Powerpoint</li> <li>Discretion and confidentiality</li> <li>Resourceful, innovative and proactive</li> <li>Familiarity with office gadgets and applications (e.g. e-calendars, photocopiers, laminators etc.)</li> <li>Strong interpersonal skills with the ability to effectively negotiate and influence</li> <li>Ability to build relationships with various stakeholders</li> <li>Working knowledge of project management software</li> <li>Astute attention to detail</li> <li>Courteous assertiveness</li> </ul>

<b>Authorities</b>	<b>Limits/ Type</b>
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI):	As per ARPC DTI Response Plan

Additional requirements

ARPC Values
<ul style="list-style-type: none"><li>• Delivering for our stakeholders</li><li>• Collaboration</li><li>• Personal leadership</li><li>• Integrity</li><li>• Wellbeing</li></ul>

ARPC Capabilities (Integrated Leadership System)
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"><li>• Shapes strategic thinking</li><li>• Achieves results</li><li>• Supports/cultivates productive working relationships</li><li>• Exemplifies personal drive and integrity</li><li>• Communicates with influence</li></ul>

<b>Prepared by:</b> <i>(Name &amp; position)</i>	Sonia Talwar Head of People	<b>Signature and Date:</b>	21 November 2022
<b>Approved by:</b> <i>(Name &amp; position)</i>	Chris Wallace CEO	<b>Signature and Date:</b>	