

ARPC Position Description

Role Title:	Executive Assistant (Non ongoing contract, maximum term 12 months)		
Function:	Chief Operating Office	Classification broadband:	ARPC 5/6
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Chief Operating Officer (COO)		
Direct Reports (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 the COO to support them to manage their schedules and keep up with correspondence based on their needs. (This role in a non-ongoing contract role with a maximum term of twelve months.)

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 the COO
- Manage COO’s calendar 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 the COO (and occasionally where necessary other employees and ARPC Board members)
- Process daily expenses and prepare weekly, monthly or quarterly reports on behalf of COO
- 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

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

Regulatory Responsibilities
<p>Public Interest Disclosure Act 2013 (PID Act)</p> <ul style="list-style-type: none"> ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation. <p>Privacy Act 1988</p> <ul style="list-style-type: none"> 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. <p>Freedom of Information Act 1982 (FOI Act)</p> <ul style="list-style-type: none"> 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. ARPC ‘owners’ of website content are required to review content on their page(s) at least annually.

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

Authorities	Limits/ Type
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">• Delivering for our stakeholders• Collaboration• Personal leadership• Integrity• Wellbeing

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

Prepared by: <i>(Name & position)</i>	Catherine Tissier Manager Organisational Development	Signature and Date:	May 2023
Approved by: <i>(Name & position)</i>	Chris Wallace CEO	Signature and Date:	