

<b>Position:</b>	Executive Assistant to the Chief Executive Officer
<b>Division:</b>	Executive Office
<b>Department:</b>	Executive Office
<b>Reporting to</b>	Chief Executive Officer
<b>Employment Type</b>	Permanent

<b>Key Relationships</b>	<p><b><u>Internal</u></b>  CEO  Chairman of the Board  Board Members  General Managers  Division Managers  People, Performance and Culture Department  Executive Office Coordinator  Other internal stakeholders as relevant and appropriate</p> <p><b><u>External</u></b>  Chairman's office  Board Members' offices  Victorian Government including DJPR, DPC, DTF and other relevant Ministerial Offices  Formula 1  Dorna  Major Sponsors  Major Clients  Travel consultants  Key suppliers and commercial partners  Other stakeholders as relevant and appropriate</p>
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<b>Values</b>	Knowledge of and consistent demonstration of the Corporation's IQCAT values: Integrity, Innovation, Quality, Customer, Accountability, Teamwork.
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<p><b>Corporation Objectives</b></p>	<p>To create value for the state of Victoria.</p> <p>Our corporate strategy is underpinned by six strategic pillars:</p> <ul style="list-style-type: none"> <li>• Build a powerful organisation and culture</li> <li>• Secure the future of our events</li> <li>• Connect people to business, brands and our sport</li> <li>• Understand our customers and attract new audiences</li> <li>• Inspire the future by driving technology and innovation</li> <li>• Diversify and increase revenues to ensure our success</li> </ul> <p>More specifically, we exist to promote Melbourne and Victoria via the staging of two international sporting events - the Formula 1 Australian Grand Prix at Albert Park and the Australian MotoGP at Phillip Island.</p>
<p><b>Governed by</b></p>	<p>The Corporation is governed by the Australian Grands Prix Act 1994 (Vic).</p>
<p><b>Standards of behaviour</b></p>	<p>The Code of Conduct for Victorian Public Sector Employees governs the behaviour of all Corporation employees.</p>
<p><b>Human Rights</b></p>	<p>The Charter of Human Rights and Responsibilities Act 2006 is a Victorian law that sets out the basic rights, freedoms and responsibilities of all people in Victoria. The Charter requires the Corporation to act compatibly with human rights, and to consider human rights when developing policies, making laws, delivering services and making decisions.</p>

<p><b>Role Objectives</b></p>	<p>The role of Executive Assistant will ensure professional administrative services are provided to the Chief Executive Officer (and Chairman, as required) by being dynamic in administration and report preparation, meeting coordination and schedule organisation. Critical to this role are exceptional interpersonal, communication and time management skills, along with an eye for detail, good knowledge of Microsoft Office packages and the flexibility to support relevant Board and stakeholder meetings as required by the Chief Executive Officer.</p> <p>Additionally, the Executive Assistant will have strong attention to detail, the ability to manage multiple tasks and the ability to deliver to the highest standards.</p> <p>The role is also responsible for direct supervision of the Executive Office Coordinator.</p>
<p><b>Core Responsibilities</b></p>	<p><b>Chief Executive Officer</b></p> <ul style="list-style-type: none"> <li>• Manage time for and access to the Chief Executive Officer</li> <li>• Diary management</li> <li>• Drafting and typing letters and general correspondence</li> <li>• Monitoring and managing incoming communication (telephone calls and emails)</li> <li>• Stakeholder relationship management</li> <li>• Follow up Chief Executive Officer on tasks and activities</li> <li>• Manage RSVP process on all event invitations</li> <li>• Prioritisation of workload</li> </ul> <p><b>Chief Executive Office Administration (including provision of AGPC services to Chairman and Board Members as required)</b></p> <ul style="list-style-type: none"> <li>• Creation of and filing of general correspondence</li> <li>• Electronic file management</li> <li>• Managing key stakeholder database</li> <li>• Maintenance of gift and invitation register (as required)</li> <li>• Planning for staff communications / staff meetings</li> <li>• Expense claims record keeping</li> <li>• Communication management (phone and email)</li> <li>• Assistance with the preparation of internal and external presentations</li> <li>• Review processes and procedures to continually improve efficiency of CEO and EA to CEO</li> </ul> <p><b>Scheduling / Diary Management</b></p> <ul style="list-style-type: none"> <li>• Coordinating all meetings for the Chief Executive Officer</li> </ul>

- Coordinating meetings between the Chief Executive Officer and Chairman
- Diary liaison between the Chief Executive Officer and the Chairman
- Liaising with Minister's office to coordinate meetings
- Following up on requests from the Chairman or the Chairman's office
- Coordinating arrangements for speaking engagements
- Daily time planning and forward planning
- Preparing minutes and agendas for meetings as required

#### **AGPC Board and committees**

- Coordination and checking of Board papers
- Collation and distribution of Board papers
- Maintaining disciplined corporate governance arrangements, in conjunction with CEO and GM Business Services
- Meeting and communication arrangements
- Arrangement and coordination of all Board meetings and committee meetings in conjunction with CEO and the Chair of relevant committees.

#### **Travel Arrangements**

- Arrange all flights for the Chief Executive Officer, Chairman, Board Members and leadership team
- Where required, arrange associated accommodation and other travel arrangements as required (insurance / visas / car hire etc)
- Arrange necessary approvals and reconciliation of travel with Finance Department

#### **Formula One Grand Prix and Australian Motorcycle Grand Prix – Specific**

- VIP Hospitality arrangements as required, which will specifically include arrangement and coordination of the AGPC Suite at each event including guest lists and invitations
- Coordinating Official Functions as required
- Recruitment and supervision of temporary staff as required

#### **Administration and AGPC office environment**

- Manage the Executive Office Coordinator, including guidance, training and appraisal processes
- Design and implement office management policies including adopting responsibility for the presentation of AGPC office environment

- Establish and be responsible for the ongoing coordination of appropriate standards and procedures

## **Chairman**

- Manage RSVP process on event invitations as required
- Drafting and typing AGPC letters as required
- Expense claims record keeping for Chairman

At the reasonable request of the Chief Executive Officer, role responsibilities may be altered at any time. Changes will be tied to the Corporation's strategic objectives, workforce planning and the structural alignment of the Corporation.

## **Governance**

Adhere to Corporation policies, procedures, and directives regarding standards of workplace behaviour in completing job duties and assignments.

Conducting every aspect of work in a trustworthy, reliable and transparent manner, and maintaining the highest ethical standards.

## **Customer Service**

Putting internal and external customers first, building strong relationships and ensuring that the approach is responsive to the needs of the internal/external customer.

Encouraging openness and trust by sharing information widely, listening, welcoming constructive challenge and encouraging free dialogue.

## **Continuous Improvement**

Taking initiative to improve operations/services/products and systems so that they are consistent with the Corporation's strategic direction and values; incorporating innovation and experimentation into daily work.

## **Health and Safety**

To assist the Corporation in meeting its health and safety obligations you will be required to:

- Actively participate in the reporting of hazards, incidents and near misses.

	<ul style="list-style-type: none"> <li>• Take corrective action to address or mitigate any risks or hazardous situations throughout the course of your work.</li> <li>• Take reasonable care for your own health and safety, and for the health and safety of others.</li> <li>• Adhere to the Corporation's various policies, procedures, work practices and standard operating procedures.</li> <li>• Perform your role in accordance with any specific responsibilities as outlined in the Corporation's safety management system.</li> </ul> <p>To enable the Corporation to meet its obligations for providing a healthy and safe working environment for you, you must inform the CEO of any issues which may impact your ability to safely perform your role.</p> <p><b><u>Environmental Considerations</u></b></p> <p>Cooperate with the Corporation regarding caring for the environment, by acting in a sustainable way and minimising environmental impact by adhering to the Corporation's policies, procedures and work practices.</p>
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## Person Specification

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Proven career record as an EA in a similar sports / events / entertainment industry environment</li> <li>• EA/PA and strong customer service experience.</li> <li>• Excellent administration experience.</li> <li>• Event management experience.</li> <li>• General administration experience.</li> </ul>
<b>Relevant Traits and Characteristics</b>	<p>Customer Service</p> <ul style="list-style-type: none"> <li>• Demonstrated achievement in, and enthusiasm for, the provision of quality customer service</li> <li>• Immediately respond to customers' needs or concerns to ensure the quality of service meets agreed standards</li> </ul> <p>Teamwork, Collaboration, Adaptability and Resilience</p> <ul style="list-style-type: none"> <li>• Demonstrated commitment to teamwork and the maintenance of a supportive work environment</li> <li>• Ability to work effectively as part of a team in a fast-changing environment</li> </ul>

- Keeping calm by demonstrating a capacity to positively deal with unanticipated problems and changing circumstances
- Ability to collaborate and work as part of a close-knit team with the CEO
- A commitment to operate flexibly and maturely with fluctuating workloads, deadlines and demands associated with the office of the Chief Executive.

#### Interpersonal, Verbal and Written Communication

- Well-developed, exemplary written communication ability
- Strong interpersonal and communication skills
- An ability to liaise, negotiate and constructively provide and accept feedback from staff at all levels

#### Organisation and Planning

- Organisational and planning skills in managing a personal workload in a busy environment with conflicting demands
- Ability to meet deadlines
- Ability to prioritise

#### Technology

- Experience in the use of Microsoft desktop products such as Word, Excel, Outlook and PowerPoint
- Experience in information management systems, including internet and on-line environments

#### Continuous Learning and Professional Development

- Demonstrated commitment to continual professional and personal development