POSITION TITLE: Executive Support Officer
DIVISION / SECTION: Corporate and Research Administration (CARA)
SUPERVISOR: Director
CLASSIFICATION LEVEL: General Staff Level 6
SALARY RANGE: $67,998 - $73,626
STATUS (FTE): Full-time

NO. OF POSITIONS REPORTING DIRECTLY: 0
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:
This role is primarily responsible for the provision of administration support services to the Director, Deputy Director and Chief Operating Officer (COO).

PRIMARY RESPONSIBILITIES:
1. Provide high level administrative support including:
   1.1. Manage and monitor communications and appointments (including diary management), arrange meetings and travel;
   1.2. Prepare confidential correspondence and reports and manage and collate files;
   1.3. Ensure documentation (such as grant applications, ethics approvals and contracts) requiring the formal approval of either the Director, Deputy Director or Chief Operating Officer is dealt with in a timely manner;
   1.4. Collate and distribute papers for quarterly Board, Finance Committee and Risk and Audit Committee meetings;
   1.5. Attend to the co-ordination and logistics for Board, Finance Committee and Risk and Audit Committee meetings;
   1.6. Attend in-office meetings as appropriate, prepare minutes and follow-up as necessary
   1.7. Develop and maintain office administration systems and procedures;
   1.8. Undertake specific projects and other administrative tasks as required by the Director, Deputy Director or Chief Operating Officer (COO).

SELECTION CRITERIA:

Essential:
1. Proven high level experience in an administration role, including experience in organising meetings and managing information.
2. Demonstrated ability to communicate effectively, including an ability to prepare correspondence in accordance with required formats, maintain confidentiality and discern sensitive issues.
3. High level computer skills and literacy including word processing, presentation, database and spreadsheet software.
4. Well-developed organisational skills and the ability to effectively manage and prioritise workloads and work under pressure to meet tight deadlines and deal with frequent interruptions.
5. Sound interpersonal, communication and negotiation skills, including confidence when working with senior people.
6. High level of initiative, sound judgment, excellent attention to detail, and the ability to complete tasks with minimal supervision.
7. Ability to gather information resourcefully and to build and maintain effective networks.
8. Willingness and motivation to perform both menial and complex jobs without feeling compromised.
9. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

Desirable:

1. A relevant qualification at Diploma level or higher.
2. Demonstrated evidence of awareness and understanding of the factors influencing contemporary life of Aboriginal and Torres Strait Islander people.

Approval:

Jason Chin  
Human Resources Manager  
Signature  Date

David Blair  
Chief Operating Officer  
Signature  Date
## GSL 6

<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 6/1 ($)</th>
<th>Maximum Value GSL 6/4 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 6)</td>
<td>$ 67,998.00</td>
<td>$ 73,626.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 9,519.72</td>
<td>$ 10,307.64</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $16,040 salary packaging component plus the $5000 Meal Entertainment Card.)</td>
<td>$ 11,114.50</td>
<td>$ 11,193.89</td>
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<td><strong>Leave Loading</strong> (Payable on the first occasion that an employee takes annual leave after the completion of a full 12 months accrual)</td>
<td>$ 1,368.65</td>
<td>$ 1,481.93</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 90,000.87</td>
<td>$ 96,609.46</td>
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