POSITION TITLE: Senior Executive Support Officer
DIVISION / SECTION: Corporate and Research Administration (CARA)
SUPERVISOR: Director
CLASSIFICATION LEVEL: GSL 7
SALARY RANGE: $77,533 – $84,567
STATUS (FTE): Full-time
NO. OF POSITIONS REPORTING DIRECTLY: 0
NO. OF POSITIONS REPORTING INDIRECTLY: 1

SUMMARY OF POSITION:

This role is primarily responsible for the provision of administrative support services to the Director and other members of the Senior Management Team

PRIMARY RESPONSIBILITIES:

Provide high level administrative support including:

1. Manage and monitor communications and appointments (including diary management), this includes arranging meetings and travel.
2. Act as the primary point of contact of the Menzies Senior Management Team for both internal and external stakeholders. Build rapport and manage relationships with stakeholders.
4. 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.
5. Collate and distribute papers for example for quarterly Board, Policy Committee, Finance Committee and Risk and Audit Committee meetings etc.
6. Attend to the co-ordination and logistics for meetings including the Board, Policy Committee, Finance Committee and Risk and Audit Committee meetings etc.
7. Attend in-office meetings as appropriate, prepare minutes and follow-up as necessary.
8. Develop and maintain office administration systems and procedures.
9. Undertake specific projects and other administrative tasks as required by the Director, and Senior Management Team.

SELECTION CRITERIA:

Essential:

1. Significant high level experience in an administration role, including experience in organising meetings and managing information.
2. Well-developed organisational skills and the ability to effectively manage and prioritise workloads under pressure and to meet tight deadlines with frequent interruptions.
3. High level computer skills and literacy including word processing, presentation, database and
spreadsheet software.

4. Excellent understanding of technology, or ability to learn quickly how to use computer systems and videoconference facilities, and the ability to teach others to use the facilities.

5. Sound interpersonal, communication and negotiation skills, confidence to work with people of all levels.

6. High level of initiative, sound judgement, 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. Understanding of the Northern Territory health and tertiary education sectors.

10. The ability to interact effectively with people from diverse cultures.

11. 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. Previous experience managing the administrative requirements of multiple staff from different geographical locations.

3. Demonstrated evidence of awareness and understanding of the factors influencing contemporary life of Aboriginal and Torres Strait Islander people.

Approval:

Jason Chin
HR & Operations Manager

David Blair
Chief Operating Officer
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 7/1 ($)</th>
<th>Maximum Value GSL 7/4 ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 7)</td>
<td>$ 77,533.00</td>
<td>$ 84,567.00</td>
</tr>
<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 10,854.62</td>
<td>$ 11,839.38</td>
</tr>
<tr>
<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)</td>
<td>$ 9,764.89</td>
<td>$ 10,003.05</td>
</tr>
<tr>
<td><strong>Leave Loading</strong> (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
<td>$ 1,411.00</td>
<td>$ 1,411.00</td>
</tr>
<tr>
<td><strong>Total Salary Package</strong></td>
<td>$ 99,563.51</td>
<td>$ 107,820.43</td>
</tr>
</tbody>
</table>