

## Position description

Title:	<b>EXECUTIVE ASSISTANT</b>
Group/Branch:	Executive
Status:	Part Time
Location:	Belgrave
Reports to:	Chief Executive Officer
Direct Reports:	Nil
Hours/Days of Work:	Monday to Friday as negotiated Outside of these times by arrangement
Requirements	Current Victorian Working with Children Check (WWCC) Resolved National Criminal History Check and periodic checks as per policy Completed Category 3 National Standard for Health Assessment of Rail Safety Workers

### Job Purpose

This position's primary responsibility is to provide a high level of professional and confidential administrative support to the Chief Executive Officer (CEO).

### Key Duties & Responsibilities

#### CEO Level

- Provide quality and timely administration and time/diary/calendar management support to the CEO.
- Be the initial interface between the CEO and key stakeholders including Board members, Members of Parliament, local Councillors, CEO's and Executive staff, and other stakeholders.
- Maintain a high level of awareness of matters coming into and out of the CEO's office to effectively respond to enquiries and exercise sound judgement on the manner of response.
- Filter incoming calls and correspondence to the CEO and proactively initiate provision of information and draft responses from appropriate internal staff. Where the matters are less controversial, or less sensitive provide a response and keep the CEO informed.
- Monitor emails and ensure responses are arranged within suitable timeframes.
- Organise and plan meetings on behalf of the CEO, including preparation, compilation and circulation of agendas and relevant papers prior to the meeting, arranging catering requirements, take notes and compile minutes/action items as required.
- Maintain CEO's task list and identify priorities and deadlines.
- Support the CEO in the preparation, review of management reports, and expected timeline management.
- Support CEO in record keeping of correspondence and reports.
- Research and compile special projects as requested.
- Provide meeting administration support including minute and agenda preparation as requested.

#### Company Secretary and Board Support

- Collaborating with the Company Secretary to ensure understanding and timely provision of CEO input to required corporate reports and compliance matters.
- Maintain governance requirements in the CEO office aligned to PBR Governance Structure.



### Special Projects

- Undertake projects under the direction of the CEO to support workplace initiatives.
- Provide quality and timely administration support to particular project managers/organization leaders as directed by the CEO for particular projects.
- Special project support may include but not limited to meeting scheduling, minutes and agenda preparation, circulating documentation/ materials, arranging meeting logistics e.g venue bookings, invitation distribution.

### General Duties

- With support and direction undertaking Quality Document Management duties with document controller responsibilities, including monitoring document revision, formatting, coordinating updates.
- General office administration including but not limited to, reporting IT issues.
- Provide localised event management and coordination on behalf of the CEO for meetings, conferences, celebrations etc.
- May have direct contact with children and will be required to follow all appropriate policies.
- Maintain a Child Safe environment including reporting responsibilities and procedures.
- Will actively participate in continuous improvement – learning and development programs and performance management programs.
- Maintain behaviours in line with company values and adhere to all company values, principles, policies and procedures.
- Other tasks and duties as requested.

### Key Competencies

- Very strong verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures in a multi-site workforce structure
- Flexible and adaptable with ability to problem solve and multi-task.
- Ability to work un-supervised and under pressure.
- Maintain suitable confidentiality across many of the tasks that the CEO receives through the year.
- Ability to work as a team & to lead by example.
- Strong organisational skills, with ability to prioritise and follow-through.
- High standard computer skills including Microsoft suite.
- Focus on service excellence, exceeding internal and external customer expectations.
- Strong numeracy and literacy skills to manage basic accounting administration tasks.

### Qualifications & Experience Required

- Excellent communication (verbal and written) skills.
- Advanced skills in Microsoft Office (Word, Outlook, Excel, Powerpoint, Sharepoint) or equivalent.
- Relevant qualifications in business administration, communication, or related field.
- Experience in similar role is desirable.
- An understanding of Puffing Billy's history, structure and current business is desirable.

### Key Relationships

- PBR staff, volunteers, and visitors.
- External stakeholders including elected officers and senior management in public and private organisations.

### Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> <li>• Manual handling task (0 – 20kg)</li> <li>• Gripping, holding, clasping with fingers/hands.</li> <li>• Exposure to hot surfaces, dust, heat, and fumes.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand/arm movement i.e. clasping, reaching.</li> <li>• Walking on uneven surfaces.</li> <li>• Use of chemicals and solvents.</li> <li>• Machinery noise.</li> <li>• Responsibility for the safety of others.</li> </ul>

### Additional Notes

- Some weekends, after hours and public holiday work will be required on a prearranged basis.
- As Puffing Billy Railway’s peak time is during the Victorian school holiday period, taking leave during school holidays is limited.
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and sign our Child Safety and Wellbeing Policy and Child Safe and Wellbeing Code of Conduct.
- PBR is a zero drug and alcohol workplace – workplace participants maybe subject to unannounced drug and alcohol testing.

### Acknowledgment

I have read and understood the above position description and I agree to undertake the duties outlined. I declare that I have no health, medical or other restrictions that would affect my ability or capacity to undertake these duties in a safe manner.

Employee Name	Employee Signature	Date
Approved By:	CEO	Date: December 2023
Last Updated By:	People and Culture	Date: December 2023



Puffing Billy Railway’s staff and volunteers are committed to providing positive experiences for children in an environment that is caring, nurturing and safe.

**Our Children, Our Focus, Our Future, Speak Up!**