

## POSITION DESCRIPTION

<b>Position:</b>	Executive Assistant (Maternity Leave)
<b>Reports to:</b>	Executive Manager Capital Works
<b>Location:</b>	Shepparton
<b>Duration:</b>	12 Month Maternity Leave Position
<b>Salary:</b>	Grade 3.2

### Primary Purpose of the Position

The position will be responsible for providing professional and confidential administrative support to two senior managers and their team within the organisation.

Responsibilities of the position include providing high-level executive support to two senior managers including electronic diary management, meetings and travel coordination, preparation of correspondence and additional administrative duties as required. The position will also provide a high level of confidential support to their specific unit, including word processing, filing, co-ordination of meetings, key reporting tasks, as well as providing general logistical support.

### Organisational Context

The state-owned entity Northern Victoria Irrigation Renewal Project (NVIRP) is a key component of the Victorian Government's strategy to ensure water supplies across the state – Our Water Our Future. NVIRP is responsible for planning, designing and delivering Australia's largest irrigation renewal project upgrading the irrigation infrastructure in the Goulburn Murray Irrigation District (GMID).

The project will be delivered in two stages. Stage 1 works will deliver 225 GL of long-term average annual water savings, which will be shared between irrigators, the environment and Melbourne water users. Eighty per cent of these savings will remain in the GMID. Stage 1 will be funded by the Victorian Government (\$600M), Melbourne Water (\$300M) and Goulburn-Murray Water (\$100M).

Stage 2 works will deliver 200 GL of long-term average annual savings. These savings will be split equally between irrigators and the environment, including Lake Eildon, the Murray and Snowy Rivers. The Commonwealth Government has agreed to fund this stage of the project, allocating an amount of up to \$1 billion. This is currently being considered through a due diligence process.

The project will improve water efficiency with new state of the art technology and reduce losses from leakage, seepage, evaporation and other inefficiencies associated with ageing infrastructure. NVIRP will result in the development of a world class irrigation system and enhance environmental flows and urban water supplies.

## Key Stakeholders

### Internal Relationships

NVIRP Board

Chief Executive Officer and Executive Management Team

Transfield Services Australia (Managing Contractor)

### External Relationships

Landowners

Goulburn-Murray Water

Irrigator groups

Various Federal, State and Local Government Departments

## Key Accountabilities

KRA	Tasks	Timing/Measure
Provide confidential, efficient and accurate management assistance	<ul style="list-style-type: none"> <li>• Liaise on behalf of the Manager and with other managers and staff within NVIRP and externally.</li> <li>• Co-ordinating completion of managers action items</li> </ul>	<ul style="list-style-type: none"> <li>• Effective relationship developed with other managers and Key external stakeholders</li> <li>• Inform other managers and external stakeholders of their respective actions resulting from meetings with department.</li> <li>• Inform manager of pending action items a minimum of 48 hours prior to time required for completion</li> </ul>
Co-ordinate correspondence, reports and other documentation on a wide range of issues.	<ul style="list-style-type: none"> <li>• Monitor and report to the Manager the performance of the team in regards its responsiveness to received correspondence.</li> <li>• Co-ordinate the completion of the Board reports and associated attachments</li> </ul>	<ul style="list-style-type: none"> <li>• Effective system developed for monitoring correspondence responses</li> <li>• Board Papers published within agrees timeframes</li> </ul>

<p>Assist with the organisation of meetings and conferences</p>	<ul style="list-style-type: none"> <li>• Co-ordinate meetings with parties both internal and external</li> <li>• Arrange travel, accommodation and meeting/conference facilities</li> <li>• preparation of papers and taking minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting appointments created and maintained so that 90% of participants attend.</li> <li>• Travel, facility and accommodation arrangements made and Manager informed a minimum of 4 hours in advance of meetings and conferences.</li> <li>• Papers provided a minimum of 4 hours before meetings.</li> <li>• Minutes of meetings prepared accurately and circulated 48 hours after the meeting</li> </ul>
<p>Maintain a variety of business system functions within the Unit</p>	<ul style="list-style-type: none"> <li>• Maintain hard and soft copy filing system</li> <li>• Develop minor purchases purchase order administration system</li> <li>• Develop and maintain an action item recording/reporting system for all actions derived from departments various meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain all systems on an ongoing basis</li> <li>• Suggest and where appropriate implement new processes to improve efficiency in the department</li> </ul>
<p>Coordination of customer correspondence via newsletters and media releases</p>	<ul style="list-style-type: none"> <li>• Co ordinate the updating of the NVIRP web site with respect to information required related to the department</li> </ul>	<ul style="list-style-type: none"> <li>• Published Information is up to date and all updates are completed on schedule.</li> </ul>
<p>Assist with the coordination and monitoring of unit and project budgets</p>	<ul style="list-style-type: none"> <li>• Co-ordination of the preparation of financial reports required for the manager to review and manage the department.</li> <li>• Co-ordinate the processing of department invoices</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are prepared and provided to the manager within agreed timeframes</li> <li>• Invoices to be processed in a timely manner to meet regular Finance pay-run deadlines</li> </ul>

## **Selection Criteria**

### **Specialist Skills and Knowledge**

Experience working as an Executive Assistant to senior management, the ability to prioritise work to tight deadlines, outstanding verbal and written communication skills, working knowledge of MS Office packages and the ability to work without direction.

### **Knowledge and skills**

#### ***Managing Relationships:***

Building and maintaining positive, productive and mutually beneficial working relationships, internal and external to NVIRP; establishing networks across government and the community to facilitate the NVIRP objectives; identifying and balancing the unique needs of individuals, groups and NVIRP to achieve mutually beneficial outcomes.

#### ***Communication:***

Effectively influencing others to adopt recommendations and implement change. Clearly, confidently and consistently conveying or presenting information and ideas to engage and influence individuals or groups of people. A high level of written and verbal communication.

#### ***Analytical Problem Solving:***

Identifying, analysing and understanding issues and problems; comparing information from different sources; suggesting action and providing advice upon which effective decisions can be based.

#### ***Planning and Organising:***

Identifying and prioritising tasks; planning ahead and establishing courses of action; developing schedules to ensure that work is completed within deadlines; anticipating and adjusting for potential barriers and problems.

#### ***Teamwork:***

you will be someone who thrives in a busy environment and be motivated to contribute to the work of a team to help ensure the completion of common goals; showing respect for the views and contributions of others; consulting with others and sharing relevant information; interacting with different personalities and adapting to the team.

## **Qualities**

#### ***Flexibility / Adaptability:***

Adapts to changing circumstances, Adapts interpersonal style to suit different people or situations. Is open to new ways of doing things and proactive in identifying new opportunities for improvement.

#### ***Drive and Commitment:***

Thrives in a busy environment, Enjoys challenging targets, Has a persevering style and focuses on results/outcomes, Focuses on priority tasks and manages conflicting objectives, Invests sufficient time and energy in the role

## **Qualifications**

Relevant tertiary qualification desirable.