


JOB DESCRIPTION

Position Title	Executive Assistant <i>to the Managing Director and Executive</i>	
Division / Portfolio	Managing Director	
Position Number	1002	
Salary Agreement/Award	Curtin Student Guild Enterprise Agreement	
Position Classification	Level 5	
Nature of Employment	Part Time (0.8 FTE)	
Reporting Structure	<p>This position reports to Managing Director (<i>sole line manager</i>) <i>Functional support on request provided to:</i> <i>Guild President</i> <i>Guild Secretary</i></p>	
	<p>Areas managed by this position. Nil</p>	
	<p>Positions reporting to this position (<i>Subject to change through Managing Director</i>) Nil</p>	
Our Mission	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
Our Vision	To be the leading and most trusted, independent, student-run organisation in Australia, that is highly valued by our students, the broader sector and community.	
Our Values	Autonomy Equity Accountability Community Sustainability	
Purpose of Position	<p>The Executive Assistant (EA) to the Managing Director and Executive provides high level executive, administrative and coordination support to enable the effective leadership, governance and day to day operation of the University Guild.</p> <p>The role supports the Managing Director (MD) as the primary executive, while also providing regular, structured assistance to the elected Executive Officers—particularly the Guild President and</p>	

	<p>Secretary—to support the effective functioning of the Guild’s student led governance framework.</p> <p>The EA acts as a trusted and discreet partner, supporting the coordination of executive priorities, communications, committees and meetings, and ensuring smooth information flow between elected representatives, management, staff and external stakeholders.</p> <p>Through proactive coordination, sound judgement and strong organisational capability, the role contributes to the effective operation of the Guild’s executive and governance processes, while clearly distinguishing between operational support, governance administration, and policy or compliance ownership.</p>
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KEY DUTIES AND RESPONSIBILITIES

Responsibilities may include but are not limited to:

1. Executive Support

- Provide confidential, high-level administrative and executive support to the Managing Director including diary management, meeting preparation, correspondence coordination, and follow up of actions.
- Provide administrative and coordination support to the Guild President and Secretary, including meeting preparation, communications and coordination support.
- As directed by the Managing Director, provide coordinated executive and administrative support to the broader Senior Leadership team (SLT)
- Assist with preparation of briefing materials, reports, presentations and correspondence for the Managing Director and elected Executive Officers.
- Anticipate executive and elected officer requirements and proactively coordinate support.

2. Governance and Committee Coordination

On approval by the MD provide support to the Corporate Services team with respect to:

- Support the corporate services team to provide administrative and coordination support for Guild Council and Committee meetings, in collaboration with and under the direction of the Governance Officer and Managing Director
- Attend meetings where required and prepare minutes, action item lists and follow-up items
- The maintenance of governance registers, including actions, resolutions and conflicts of interest
- Ensuring that governance documentation is managed accurately and securely.

3. Secretariat and Executive Coordination Functions

- Provide administrative support to the Managing Director and Executive in relation to meetings and reporting requirements
- Track and follow up on actions arising from meetings
- Coordinate and support responses to Guild Council information requests and reporting requirements
- Support the Managing Director in preparing governance reports, agenda items and submissions

4. Stakeholder and Relationship Management

- Act as a professional and approachable point of contact between the Managing Director, elected representatives, staff, University stakeholders and external partners
- Support effective communication and working relationships between the student-led governance structure and the operational management team
- Assist with onboarding and administrative support for elected officers, as required.

5. Executive Administration and Coordination

- Coordinate executive-level logistics, including meetings, conferences, events, travel and diary management.
- Maintain document management systems and records
- Support cross-organisational projects and initiatives as directed
- Assist with the preparation and coordination of organisational reporting requirements
- Coordinate and track actions arising from Executive and governance meetings to support effective follow-through and reporting
- Support with planning and delivery of staff and office activities (e.g. staff morning teas)
- Support with office administration and provisions.
- Provide administrative and executive support to the Guild President and Guild Secretary, including coordination, communications and general assistance.

6. Confidentiality and Professional Conduct

- Manage sensitive and confidential information with a high degree of discretion
- Exercise sound judgement in managing information flow and stakeholder interactions
- Maintain professional conduct within a student-led governance environment.

Qualifications	Relevant qualification in business administration or equivalent experience.
Knowledge, Experience and Skills	<p>Essential</p> <ul style="list-style-type: none">• Demonstrated experience in an Executive Assistant or senior administrative role• Experience supporting senior executives and/or governance bodies• Strong organisational and time management skills with the ability to manage competing priorities• High-level written and verbal communication skills• Demonstrated ability to handle confidential information with discretion• Proficiency in Microsoft Office Suite and document management systems <p>Desirable</p> <ul style="list-style-type: none">• Experience in a university, student union/guild, not-for-profit, environment.• Understanding of governance frameworks, committee processes and compliance requirements• Experience working with Boards, Committees or elected representatives

Uniform Requirements	<ul style="list-style-type: none"> • Office/Business Attire.
Other relevant job information	<ul style="list-style-type: none"> • The occupant may be required to work non-standard hours to suit the needs of the Guild's business activities and that of their team.
WORK REQUIREMENTS	
<ul style="list-style-type: none"> • Criminal record check • A level of fitness commensurate with the position, pre-employment medical exam may be required • Ability and capacity to work outside of normal office hours when required. • Class C or C-A, WA drivers' licence or equivalent (desirable) 	
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
<p>Guild Values and Code of Conduct: You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit here.</p> <p>Occupational Safety and Health At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.</p> <p>Diversity, Equity, Equality and Fairness You are expected to value and celebrate diversity, and to:</p> <ul style="list-style-type: none"> • Cultivate a community which enables its members to achieve their full potential • Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity <p><u>You</u> must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.</p>	