

EXECUTIVE ASSISTANT, AEDA

POSITION DESCRIPTION

Position Title:	Executive Assistant, AEDA
Responsible To:	General Manager, AEDA
Council Portfolio	Corporate Services
Council Program:	Adelaide Economic Development Agency
Classification Level:	Salaried, Level 5

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, and statutory requirements and obligations.

Overview of Program

The role of AEDA, a City of Adelaide (CoA) subsidiary, is to accelerate economic growth in the CoA by attracting investment and supporting businesses, growing the visitor economy, supporting residential growth, growing an annual events calendar and marketing the city as a whole.

Key Relationships / Interactions

Internal	<ul style="list-style-type: none"> General Manager, AEDA and Administration Coordinator Leaders and employees across AEDA Chairperson and Board of the Adelaide Economic Development Agency Chair and Members AEDA Advisory Committee Chief Operating Officer, City of Adelaide (CoA) Executive Adviser, Corporate Services (CoA) Executive Assistant, Corporate Services (CoA) Lord Mayor and Council Members (CoA)employees across all Portfolios and Programs
External	<ul style="list-style-type: none"> Local, State and Federal Government Agencies Community and business groups General customers

A unique team creating an extraordinary city



Primary Purpose

As part of AEDA the Executive Assistant, AEDA provides effective executive administrative support to the General Manager including forecasting needs and expectations, establishing effective systems to facilitate timely information, maintaining compliance with AEDA Charter and legislative requirements, working collaboratively with the Administration Coordinator, and adherence to Council protocols and procedures. The role provides management of the General Manager's email and diary, ensuring the General Manager is fully briefed for appointments and commitments.

The Executive Assistant AEDA is also responsible for coordination of administration systems and support activities across AEDA.

Responsibilities

The Executive Assistant, AEDA is responsible for:

- Ensuring efficient and timely email and diary coordination for the General Manager, including preparing and delivering high quality communications, scheduling meetings, appointments, functions, travel itineraries, and responding to requests for information, meetings, and event attendance in a timely, efficient and personable manner to ensure the General Manager is well prepared and proactively engaged with key stakeholders.
- Proactively seeking information and maintaining awareness of a wide range of matters as they develop and ensure relevant parties are kept abreast of these.
- Professionally managing interactions with internal and external customers demonstrating a commitment to customer service.
- Maintaining an awareness of matters coming into or emanating from the General Manager's office in order to:
 - Provide information and respond to enquiries
 - Prioritise, draft and file correspondence
 - Ensure that response times for reports, projects, enquiries, actions, correspondence and human resource reporting are met
 - Organise internal and external meetings and presentations
 - Maintain an awareness of issues, activities and initiatives relevant to the General Manager.
- Providing support to Executive Managers within AEDA.
- Managing the process for Council/Committee reports, Executive and Leadership Group agenda items and CEO briefings for AEDA in a timely and efficient manner.
- Assisting the General Manager with the coordinating and preparation of:
 - General Manager's Report to AEDA Board meetings
 - Corporate reporting (quarterly and annually)
 - Annual Business Plan and Budget
- Acting as the single coordination point for managing timely and high quality responses to correspondence for the Lord Mayor and the Chief Executive on behalf of AEDA.
- Providing executive support and assistance to committees and working groups as required. This will involve convening meetings arrangements, room set up and pack down, the preparation of agendas, minutes note taking and monitoring outstanding actions and commitments.

A unique team creating an extraordinary city



- Maintaining the AEDA Gifts and Benefits Register, Compliance Register, Strategic Risk Register and Travel Register in accordance with City of Adelaide policies and procedures.
- Representing AEDA in organisational projects as needed.
- Liaising with the City of Adelaide Governance Team to ensure both AEDA's Compliance Register and Risk Register are maintained and accurate.
- Overseeing AEDA's General Enquiries inbox
- Assisting the General Manager with coordinating the recruitment process for AEDA Board and Advisory Committee Members.
- Reviewing administrative procedures, processes and systems to support and improve service delivery.
- Researching and preparing briefing papers, reports, presentations and other documents.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

A unique team creating an extraordinary city



Position Criteria

Qualifications	A Certificate / Diploma in business administration or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Extensive experience in providing administrative support and assistance at an executive level.	Essential
Financial Skills & Acumen	A working knowledge of financial reporting.	Desirable
Technical Knowledge & Experience	A high degree of expertise in the Microsoft Office Suite and a demonstrated ability to quickly learn in-house software programs.	Essential
	Strong understanding of contemporary social media tools and experience in creating engaging presentations.	Highly Desirable
Project Management	Demonstrated ability to plan and organise competing work demands and to operate efficiently under pressure and manage competing priorities to produce timely, high quality responses, maintain attention to detail and meet deadlines.	Essential
Innovation & Initiative	Ability to develop creative solutions and achieve innovative outcomes that enhance the delivery of AEDA's goals.	Essential
	Ability to demonstrate a self-learning and self-development philosophy.	
Resource Management & Decision Making	Knowledge of policies and procedures of Council with the ability to review and analyse procedures and systems and to recommend and implement changes where appropriate.	Desirable
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential
Customer Commitment & Integrity	Demonstrated high level skills in dealing confidently and courteously with a diverse range of internal and external stakeholders and customers to deliver quality outcomes.	Essential
	Capacity to maintain a high degree of discretion and exercise sound judgment in dealing with sensitive and confidential matters.	
Collaboration & Communication	High level proactive interpersonal and communication skills to create positive working relationships across AEDA and with stakeholders. Ability to compose and present correspondence of a non-specialist nature.	Essential
	Capacity to work independently with minimal direction and collaboratively in a team environment.	
Administrative Skills	Experience in managing an Executive's electronic diary and ensuring the organisation of all documents for appointments.	Essential
	Experience in drafting reports, presenting KPIs and reporting	






A unique team creating an extraordinary city



	Display a high level of verbal and written communication skills with the ability to foster and maintain strong working relationships with internal and external stakeholders.	
Government Experience	Experience working in a government environment.	Desirable

Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement <ul style="list-style-type: none"> • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration <ul style="list-style-type: none"> • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment <ul style="list-style-type: none"> • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity <ul style="list-style-type: none"> • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation <ul style="list-style-type: none"> • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

A unique team creating an extraordinary city



Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.