

Job Description

VENUES WEST

Position details:

Title:	Executive Assistant	Position Number:	04306
Classification:	Level 4		
Branch:	Office of the CEO		
Directorate:			
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award 1989		
Reports to:	Director, Office of the CEO		
Direct Reports:	Nil		
Special Conditions:	Nil		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

The Office of the CEO is responsible for the provision of CEO, Board and Board Committee support; and management of communication and liaison with the Minister's Office, Cabinet and Parliament. It also provides services to the Executive Team and its suite of Committees as well as overseeing organisational governance, including the internal audit function, Freedom of Information and the Corporate Policy Framework.

About the Role

The Executive Assistant provides professional executive support to the Chief Executive Officer and Director Strategy & Partnerships and contributes to the effective and efficient operation of the Office of the CEO.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Occupational Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

- Provides a comprehensive and confidential high-level executive support service to the Chief Executive Officer (CEO) and Director Strategy & Partnerships.
- Screens incoming correspondence (including emails), disseminating to appropriate staff for action, ensuring timely follow up to facilitate management of workflow through the Office of the CEO.
- Receives phone calls and attends to visitors of the CEO.
- Maintains the CEO and Director Strategy and Partnership's diaries and co-ordinates the scheduling of internal and external meetings, including sourcing agendas and supporting documentation where required.
- Liaises with senior representatives within Government, industry and other key stakeholders.
- Proactively assists senior staff with requests for advice and assistance on behalf of the CEO, including providing timely advice.
- Co-ordinates travel and accommodation arrangements as required for the Chair, CEO, and Executive.
- Drafts correspondence and other documentation when required for the CEO on issues relating to the organisation within the prescribed timelines.
- Coordinates agenda items and necessary documentation for the Executive Team meetings, including attending the meeting and recording accurate and detailed minutes, maintaining the action log and room bookings.
- Provides support in producing high quality agenda documentation for monthly meetings of the Board, ensuring circulation of agenda papers in a timely fashion.
- Makes all necessary arrangements for the holding of Board meetings at various VenuesWest venues including room bookings, catering and other logistical arrangements.
- Coordinates all invitations, guest lists, catering and distribution of tickets for hosting events at VenuesWest suites.
- Coordinates the approvals, recording and allocation of VenuesWest's house tickets for our partner managed venues and, where required, events at self-managed venues.
- Assists with the papering of tickets for events as required and coordinates the approvals, recording and allocation of the tickets.
- Maintains regular reporting on the use of General Admission and suite tickets for house inventory at partner-and-self-managed venues for inclusion in regular reporting to the Board.
- Keeps up to date with the digital software programs and attends relevant training.
- Collaborates with the Communications Team, to produce regular CEO Newsletters via Marketing Cloud for distribution to the Board and staff. y
- Assists with the financial management for the office, including:
 - Reconciling expense accounts for the CEO, DSP and DOCEO..
 - Regular processing of invoices, creation of purchase orders and receipting of goods and services and payment of invoices for partner-managed suite use..
- Maintains the declaration of gifts register for the CEO and Executive members and ensures the appropriate records storage.



- Undertakes monthly stationery orders for the HBF Stadium corporate office including kitchen supplies.
- Builds and maintains productive relationships with a range of internal and external stakeholders.
- Undertakes research and other projects for the CEO as required.

Occupational Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Undertakes other duties as directed by the CEO and Director, Office of the CEO..

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Significant experience in providing secretarial and administrative support to Senior Managers/Executives including:
 - a. Maintaining confidentiality and discretion around complex and confidential political and business matters;
 - b. High level computer skills in a range of software in a Windows environment.
2. Supports shared purpose and direction by understanding the work environment; Contributes to team planning; Analyses information and identifies risks and uncertainties in procedures and tasks
3. Monitors own progress against performance expectations; Demonstrates knowledge of new programs, products and services; Works to agreed priorities responding to changes in requirements to ensure results are achieved
4. Builds and maintains relationships with team members, colleagues and clients; Shares information with and contributes to team discussions; Treats people with courtesy and respect; Responds to diverse experiences seeking input from others and supports a culture of quality customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Maintains effective performance in challenging situations; Takes responsibility for completion of work and seeks self-development opportunities.
6. Communicates clearly both orally and in writing, structuring messages clearly and succinctly; Listens to differing ideas and understands issues.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Knowledge and experience in the following software systems:
 - a. Oracle Fusion (financial management system)
 - b. Microsoft Office suite - OneNote, Teams, Planner, Word, Excel, PowerPoint
 - c. Marketing Cloud
 - d. Salesforce
 - e. Dell Boomi Master Data Management system
 - f. Content Manager

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia




- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
David Etherton Chief Executive Officer		Date Approved: 15/2/2024
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

