

## Position Description

<b>Position title:</b>	Executive Assistant to Chief Communications Officer (CCO)
<b>Department:</b>	Communications, Stakeholder Engagement and Policy (CSEP)
<b>Employment type:</b>	Full time
<b>Reports to:</b>	CCO
<b>Position reports:</b>	N/A
<b>Position contact:</b>	Sophie Mitchell

### About the organisation

.au Domain Administration Limited (auDA) is Australia's country code Top Level Domain (ccTLD) administrator and self-regulatory policy body, which oversees the operation and management framework of the .au domain of the internet.

auDA is a community-based not-for-profit public company limited by guarantee. It is endorsed by the Australian Government and has an agreement with the global Internet Corporation for Assigned Names and Numbers (ICANN) to manage the .au ccTLD. Its job is to provide a secure and operational domain for more than 20 million Australian internet users.

Further information about auDA is available at <https://www.auda.org.au/>.

### Our purpose

Administering a trusted .au for the benefit of all Australians, and championing an open, free, secure and global internet.

### Our vision

Unlock positive social and economic value for Australians through an open, free, secure and global internet.

### Our values

#### Contribute: locally and globally

We serve all Australians and global internet users.

#### Better together

We collaborate and work together as one auDA.

#### Strive for excellence

We deliver value. On time, every time.



## Role purpose

The **Executive Assistant to the Chief Communications Officer** (EA to CCO) is a key role, providing effective and efficient executive support to the CCO, including diary management, travel arrangements and supporting timely and effective internal and external communications processes.

The role acts as the principal contact point the CCO for internal and external stakeholders, ensures smooth and efficient operations within the CCO's office and support project work in the Communications, Stakeholder Engagement and Policy (CSEP) Team.

The EA to the CCO requires a high degree of initiative, the ability to anticipate the CCO's needs and the ability to think critically in relation to information and activities involving the CCO and the CSEP Team, ensuring efficient functional operations and driving continuous improvement within the CSEP Team.

The role will also actively contribute to the ongoing development of an organisational culture that embodies auDA's values and promotes a positive and safe environment for staff. This includes adhering to all auDA policies and procedures and upholding all relevant information security responsibilities.

## About the role

### Key accountabilities

- Provide a high level of administrative and governance support to the CCO, facilitating the CCO's ability to effectively deliver on organisational goals and objectives
- Effectively and efficiently maintain the CCO task list, identifying and flagging priority actions and deadlines and supporting resolution of action items.
- Co-ordinate all travel, accommodation and itineraries for the CCO, and support the CSEP Team and auDA Board with travel requirements as needed
- Provide administrative support to the CCO in the preparation of CSEP Team board papers, projects and budget reports.
- Undertake reconciliation of monthly expenses and corporate credit cards for the CCO
- Proactively develop, update and maintain CSEP Team documents, including procedures and templates
- Work collaboratively within the CSEP Team and internal stakeholders and establish a friendly and professional rapport with external stakeholders, providing a bridge for smooth communication between the CCO and the broader organisation



- Ensure the smooth running of the CCO Office, promptly alerting the CCO to matters requiring attention and using initiative to support the effective resolution of administrative issues.

### **Key selection criteria**

- Demonstrated use of initiative and ability to anticipate needs, think critically and provide solutions with a high level of professionalism
- Proven executive level administrative and organisational skills, with a high level of attention to detail, and the ability to successfully balance competing priorities in a fast-paced environment
- A self-motivated professional who anticipates and identifies needs and meets expectations in a timely and effective manner
- Strong written and verbal communications
- A demonstrated ability to consistently exercise good judgement and exercises complete discretion and confidentiality at all times
- A warm and engaging personality, who interacts and maintains productive and effectively working relationships with internal and external stakeholders
- Relevant tertiary qualifications and work experience
- High degree of proficiency in Microsoft Office suite (particularly Word, Excel, Outlook and PowerPoint. Use of Salesforce, Canva and Trello also highly regarded).



## Important Information

### Background checks

A National Police Check, Right to Work and bankruptcy check will be conducted as part of the recruitment process. Where applicable, international background checks may also be required.

### Privacy Collection Information

.au Domain Administration Limited ACN 079 009 34 collects your personal information for the purpose of assessing and responding to your application. All personal information is collected in accordance with the *Privacy Act 1998* (Cth) and our [Privacy Policy](#).

We use third party service providers including data storage and cloud services, some of which have servers located overseas, including the USA and you consent to this disclosure. We require that our service providers only use your information for authorised purposes and have appropriate controls to protect your personal information.

If you have any questions or would like to access your personal information held by auDA, please contact us at [privacy@auda.org.au](mailto:privacy@auda.org.au).

### Occupational Health and Safety

In the context of OHS policies, procedures, training and instruction, as detailed in Section 25 of the *Occupational Health and Safety Act 2004* (Vic), employees are responsible for ensuring they:

- Follow reasonable instruction
- Cooperate with their employer
- At all times, take reasonable care for the safety of themselves and others in the workplace.

### Flexible Working Arrangements

We believe in supporting our employees in balancing their work and life commitments. All roles at auDA can be worked flexibly by mutual agreement, as this underpins a diverse, adaptive and high-performing workforce. The nature and scope of flexible options available will depend on the nature of the position. Applicants are encouraged to discuss flexible arrangements with the hiring manager during the recruitment process.

### Last Updated

8 January 2024.