

Position Description

Position title	Executive Assistant to CEO
Department	CEO
Location	Sydney Office
Position title of supervisor	CEO
Position titles which also report to supervisor	Conservation Program Manager, Chief Financial Officer, People & Organisation Development Director, National Manager –Marketing, National Manager – Media, Executive Director – Earth Hour Global, Asia Pacific Growth Strategy Advisor.
Positions titles that report to this position	Nil
Hours	38 hours per week
Award coverage and grade (if applicable)	Clerks-Private Sector Award 2010
Job matrix group and level	Clerical and Administrative, Level 6
Contract period	Ongoing
Date position description approved	December 2010
Approved by	People & Organisation Development Director

Purpose of the Position

The position provides high level administrative, secretarial and personal support to the CEO in all aspects of WWF-Australia's operations.

Organisational Context of Position

WWF-Australia is Australia's leading national not-for-profit conservation organisation and is part of the global WWF network. Our vision is to ensure that Australia's biodiversity and that of our region is managed to protect its ecological integrity to ensure its long term survival and productivity, its sustainable development and for the continued enjoyment of all Australians. We recognise that these natural resources underpin the Australian and world economies and sustain our communities. As one of Australia's leading non-government organisations (NGOs), WWF-Australia prides itself on being at the forefront of contemporary thinking on conservation, fundraising and responsible corporate governance.

In order to achieve our purpose – the conservation of nature – WWF-Australia supports and conducts environmental research, education and community capacity building, on-ground projects, policy analysis and research, and encourages all sectors of society – individuals, communities, the private sector and government – to adopt world's best practice environmental principles, practices and policies. WWF-Australia does not engage in activities that include supporting a political party, seeking to persuade members of the public to vote for or against particular candidates or parties in an election, participating in party political demonstrations, or distributing material designed to underpin a party political campaign.



for a living planet[®]

Nature and Scope of Position

a) Key Accountabilities

- Anticipates, organises and coordinates work flow through email and diary management, managing incoming and outgoing correspondence including email filtering according to priorities, ministerial letters and meetings, and liaison with other network offices
- Arranges and supports travel, accommodation, expenses, filing and other administration for the CEO and Conservation Program Manager
- Coordinates internal and external meetings, functions and conferences, including Board Meetings and Annual General Meetings and provides administrative support to the President of the Board
- Works with the Relationship Coordinator to ensure timely submission of information for Board Meeting agendas
- Maintains knowledge of the WWF network's operations, processes and people in order to facilitate aligned executive support
- Coordinates media and speaking engagements through managing enquiries and invitations, liaising with staff to prioritise opportunities and making recommendations to the CEO
- Manages WWF's relationship with the travel company and assists with travel arrangements for the Executive Team
- Undertakes general administrative functions and provides ad-hoc support to the Executive Team as required
- Implements and reviews systems to ensure the smooth and efficient functioning of the office of the CEO
- Complies with all WWF-Australia policies and procedures and statutory obligations as amended from time to time
- Works constructively in alignment with WWF-Australia's values and Acts with Integrity, is Knowledgeable, Optimistic, Determined and Engaging
- Complies with all occupational health and safety, security child protection and equal employment opportunity initiatives to contribute to a safe, healthy, equitable and ethical workplace
- Participates in the WWF performance management program including regular performance reviews and prepares, and works in accordance with, an individual work plan
- Works in accordance with management directions.

b) Challenges/Problem Solving

Challenges for the position include:

- The demanding travel schedule of the CEO requires frequent independent work and communication with a physically absent manager requiring initiative and self motivation
- Balancing the busy workload of the CEO requires: an understanding of the organisation's people and processes and judgement in multi-tasking across a variety of issues
- Assessing which issues should be referred to staff other than the CEO requires the ability to understand WWF's work and confidently redirect people while maintaining the highest standards of customer service
- Managing up to ensure the CEO is across all relevant issues
- The geographically dispersed nature of WWF staff nationally and globally

c) Decision Making



for a living planet®

The position:

- Works with a high level of autonomy on routine matters;
- Improves efficiencies in the office of the CEO
- Consults with the CEO before implementing major changes to work process
- Refers requests for major expenditure, travel, 'All Staff' emails, complex or unusual issues to the Manager for approval

d) Communication

Teamwork is the preferred way of working within WWF and this necessitates regular communications with other staff. The position communicates:

- Regularly with the CEO and the Executive Team to coordinate and schedule activities, share information and ensure work flows are supported
- Regularly with the Board of Directors to ensure timely and efficient communication and documentation of Board Meetings and Annual General Meetings
- Regularly with WWF staff nationally, showing relationship building skills to effectively communicate ideas, philosophies and policies
- Regularly with a range of high-level stakeholders internally and externally i.e offices of local, state and Federal Politicians; CEO's and the Global WWF Network
- As required with other relevant contacts to exchange information and seek advice.

Selection Criteria

Knowledge, Skills and Experience

Essential

- Demonstrated significant senior Executive Assistant skills and experience working directly with a CEO or equivalent
- Demonstrated excellent time management and organisational skills
- Demonstrated ability to manage up
- Excellent verbal and written communication skills
- Demonstrated strong attention to detail
- Excellent interpersonal skills and diplomacy
- Strong customer service ethic
- Demonstrated excellent judgement and proven track record working with discretion/confidentiality
- Demonstrated flexible attitude and ability to work both autonomously and as member of a high performing team
- Demonstrated experience working to strict deadlines and delivering high quality results
- Ability to multi-task and prioritise
- Strong administrative skills, including advanced knowledge of Microsoft Office and multi-media
- Strong analytical and problem solving skills

Desirable

- Interest in the environment and conservation
- Experience in a dynamic corporate environment

Qualifications

- Tertiary qualifications in business administration or a related discipline or equivalent experience.

Applications



for a living planet[®]

Applicants must address each of the selection criteria in writing and include contact details for referees.

Applicants must have the right to work in Australia.

Please forward applications:

Via email jobs-au@wwf.org.au

Via mail People and Organisation Development
WWF-Australia
GPO Box 528
Sydney NSW 2001

In person Level 13, 235 Jones Street
Ultimo NSW 2007