



Position Description

Position Title: Executive Assistant to the CEO

Location: Port Botany

Division: Office of the CEO

Position Status: Permanent Full-Time

POSITION PURPOSE

The primary purpose of this position is to provide high-level and confidential executive administration and project support to the CEO to manage the Office of the CEO to deliver effective and efficient services, and to liaise with internal and external executives and other stakeholders on various projects and tasks. The position also provides administrative support to the Executive Leadership Team (ELT) and Company Secretary as directed to ensure that company goals and objectives are accomplished, and business operations run smoothly and efficiently.

ORGANISATIONAL CONTEXT

NSW Ports is a privately owned consortium of leading institutional investors: IFM Investors, Australian Super, Tawreed Investments Limited and Q Super, Cbus, Hesta and Hostplus. Our shareholders represent over five million Australian superannuation fund members and are long term investors with interests in a range of Australian infrastructure assets.

NSW Ports began operations in mid-2013 under a 99-year lease for Port Botany, Port Kembla, Cooks River Intermodal Terminal, and the Enfield Intermodal Logistics Centre. As custodian of these assets, we are committed to taking a long-term and sustainable approach to the way we operate, the actions we need to take or encourage from others, and the way we work with our stakeholders. NSW Ports is principally a land manager with operational responsibility for: the Bulk Liquids Berths at Port Botany, common user bulk liquid and dry bulk berths at Port Kembla, rail infrastructure at Port Kembla and common user roadways at both Ports and Enfield Intermodal Logistics Centre.

Port Botany and Port Kembla are economic assets of national significance, critical to the future economic growth and development of NSW. They are NSW's key import and export gateways, collectively contributing around \$4 billion per year to the NSW economy and supporting over 26,000 jobs.

NSW Ports operates to 5 key strategic objectives to sustainably cater for forecast trade growth:

1. Provide efficient road connections to the ports and intermodal terminals;
2. Grow rail transport of containers;
3. Use land and infrastructure efficiently;
4. Grow port capacity; and
5. Protect the ports and intermodal terminals from urban encroachment.



NSW Ports has 5 core values which support the vision, shape the culture, and enable the strategic objectives of the company:

1. **CARE** – We care about the wellbeing of ourselves, each other, and our stakeholders.
2. **INTEGRITY** – We are honest and real in all that we do.
3. **COLLABORATION** – We work together, respecting one another's views, and make our work environment fun and enjoyable.
4. **ACCOUNTABILITY** – We do what we say we will do and take responsibility for achieving the outcome.
5. **PASSION** – We are committed to NSW Ports and the future of our business and industry.

ACCOUNTABILITIES / KEY RESPONSIBILITIES

- Complete a broad variety of high level administrative tasks for the CEO including; proactively managing the CEO's professional schedule; managing meeting rooms to ensure rooms are set up with appropriate IT equipment and catering needs; completing expense reports and processing invoices; composing and preparing confidential correspondence; screening phone calls and visitors as required; arranging detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Maintain a high level of awareness of the organisation's objectives, initiatives and matters coming into and out of the CEO's office to effectively respond to enquiries and exercise sound judgement on the manner of response.
- Maintain and report on a current log of correspondence and commitments and chase up items approaching the due date.
- Manage all internal Executive Leadership Team (ELT) and other Business meetings including preparing agendas and updating action items, ensuring the effective management of content and flow of information to the ELT and other relevant parties.
- Manage the completion of the Monthly Business Report – preparing the template, formatting, and coordinating on-time information input from relevant managers across the business.
- Manage projects that support the CEO's initiatives, including client management and other company logistics.
- Manage external contacts, proactively understanding who the primary contacts are and keeping track of periodic communication needed for primary contacts.
- Complete Assistant Company-Secretary duties, organise Board and their Sub-Committee meetings including preparing Board and Sub-Committee packs and proactively following up the ELT for papers, booking venues, organising catering and handling all communications with a high degree of professionalism, accuracy, and confidentiality.
- Represent the CEO by welcoming visitors, arranging company dinners and other corporate functions and events, and answering questions and meeting requests directed to the Office of the CEO.
- Actively manage the CEO's records through the records management system and Stakeholder Relationship Management (SRM) system.
- Oversee the performance of the Receptionist and all Office Management duties completed by the Receptionist.
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business and external stakeholders.



POSITION REPORTS

This position reports to the Chief Executive Officer and has one direct report:

- Receptionist, Port Botany.

KEY WORKING RELATIONSHIPS

Internal	External
<ul style="list-style-type: none">• CEO• Executive Leadership Team• All employees	<ul style="list-style-type: none">• Board members and their Executive Assistants• Various other external stakeholders

REQUIRED SKILLS, QUALIFICATIONS and EXPERIENCE

- Bachelor of Business Administration, or similar tertiary qualifications, or relevant industry experience supporting a CEO for 7+ years.
- Demonstrated experience supporting a Company Secretary with Board related duties, including the preparation of Board packs.
- Outstanding interpersonal skills and demonstrated ability to interact and negotiate with a diverse range of internal and external stakeholders.
- Strong organisational and time management skills that reflect the ability to perform and prioritise multiple tasks and projects at once with seamless execution and excellent attention to detail.
- Excellent verbal communication skills and high-level written communication skills to prepare, review and edit correspondence, briefings, reports, papers, and proposals for internal, external and Board purposes.
- High degree of professionalism and demonstrated ability to manage sensitive and confidential information accordingly.
- Strong analytical skills and demonstrated proactive and reactive problem-solving skills both day to day and in situations of urgency and/or emergency.
- Demonstrated initiative, positive attitude, flexibility, and self-management skills.
- Flexible team player willing to do what it takes to get the job done, adaptable to change, and enjoys a challenge and steady pace.
- Advanced proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new and existing company and others specific programs, software, and systems.
- Experience overseeing budgets and expenses is desirable as is experience developing internal processes and company-wide improvements.
- Driver's licence and car.