

Position description

Position title	Executive Assistant
Location	Sports House, Milton
Status	Permanent, part-time
Reporting to	Chief Executive Officer
Number of reports	Nil
Key focus areas	Executive and administrative support
Salary package	Salary plus super Salary to be negotiated with the successful applicant
Employment conditions	Interstate and intrastate travel may be required UniSport time in lieu standards apply Due to the nature of UniSport business, out of hours and weekend work will be required, especially during event delivery periods

UniSport Australia is the peak governing body of university sport in Australia

UniSport Australia (UniSport) is a member service organisation. We strive to promote and foster the importance of university sport as an integral part of university life at 41 member universities, who collectively represent more than one million students nationwide. Our primary focus is providing expertise and leadership in university sport. We aim to deliver and integrate national policy that enhances and facilitates opportunities for competitive participation in sport for students at a regional, national and international level. Furthermore, we also focus on providing a broad range of supplementary activities, advocacy and services for our members.

UniSport is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of UniSport, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

UniSport has a program designed to assist staff with their positive health and wellbeing and is available to all staff who can engage at their required level. With staff located across the country, UniSport aims to gather all staff at its head office (Brisbane) at least two to three times a year.

Our Vision:	To build vibrant, sustainable and healthy communities
Our Mission:	UniSport will deliver exceptional sports, health, and wellbeing experiences to our universities, communities, and partners.
Our Principles:	Integrate and ensure the student perspective is considered in all programs Inclusion and diversity strategies and processes underpin all that we do across our administration, events and programs
Our Values:	Collaborative Respectful Committed Authentic Innovative.

About the role

The Executive Assistant is an important link in providing high level administrative support to the UniSport Chief Executive Officer, Board of Directors, Board Appointed Committees and Company Secretary.

The key functional areas include, but are not limited to the following:

- Excellent Customer Service for both internal and external customers
- Personal Assistant to the Chief Executive Officer
- Administrative support for the Board, Committees and Company Secretary

The Executive Assistant is one of four people within the Finance and Administration team. The Executive Assistant works closely with the Chief Executive Officer (CEO), the GM Finance and Administration, Accountant and Finance Coordinator to effectively deliver on UniSport's strategic objectives within the Finance and Administration area.

Key performance objectives

Customer Service

- Provide excellent customer service for both internal and external customers

Personal Assistant to the Chief Executive Officer

- Maintain the CEO's meetings & appointments calendar (Outlook)
- Organise and prioritise the flow of incoming information to the CEO
- Prepare written responses as requested by the CEO
- Provide high level administrative support to the CEO
- Coordinate and book travel, accommodation and car hire for the CEO

Administrative support to Board of Directors, Board Committees and Company Secretary

- Coordinate and book travel, accommodation and car hire for Board and Committee Members
- Maintain the Board, Committees and Life Member contacts database
- Provide high level administrative support to the Company Secretary, as follows:
 - Assist with planning the annual meeting calendar & distribution to relevant parties
 - Assist with preparation and distribution of AGM, Board & Committee meeting papers
 - Assist with coordinating the Annual Report's Governance section content collection and collation
 - Coordinate & book meeting venues & catering requirements
 - Assist with lodging the annual ASIC compliance reports
 - Assist with maintaining the Board Induction
 - Other governance duties as required by the Company Secretary

Human resources

- Development and maintenance of staff recruitment and onboarding processes
- Development and maintenance of staff induction processes
- Assist in planning the annual staff personal development days
- Assist in organising and facilitating general managers and staff meetings

General office administration

- Oversight of day to day operations of the front reception desk, phones, couriers and post mail

- Oversight of incoming emails to the UniSport generic email addresses: admin@ jobs@
- Oversight of day to day coordination of office equipment, supplies and administration processes
- Maintain the centralised filing system, both electronic and hard copy
- Process the annual insurance policy renewals
- Collate the members insurance policy details

Other

- Maintain a high level of professionalism in the knowledge of confidential information
- Other duties as required by the Chief Executive Officer
- Note that this role may be required to undertake duties/requests that fall outside the scope of this position description

