

POSITION TITLE	Executive Assistant
POSITION TERM	Ongoing
FUNCTION / DEPARTMENT	Learning Solutions and Experience & Growth & Impact
ANZSOG CAPABILITY	Capability Level 1
REPORTING MANAGER	Executive Director Learning Solutions and Experience; Executive Director, Growth & Impact
No. DIRECT REPORTS	0
LOCATION	Offices in Melbourne, Sydney and Canberra
APPROVED BY	Dean & CEO
APPROVAL DATE	October 2025

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the school brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

ABOUT THE POSITION

The Executive Assistant support two Executive Directors and plays a crucial role in supporting these senior roles and facilitating their day-to-day operations. The Executive Assistant supports the executives and their teams, including in relation to time management, communications, and managing administrative functions efficiently.

This position requires a proactive, organised, and adaptable professional who can handle a wide range of tasks and responsibilities while maintaining a high level of confidentiality and professionalism.

ROLE LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Program Delivery:** Coordinate and deliver programs, projects and services.
- **Process Improvement:** Identify and implement improvements in work practices.
- **Collaboration:** Work across teams to support strategic initiatives.
- **Client Service:** Provide high-quality support to participants and stakeholders.
- **Reporting & Analysis:** Prepare reports and contribute to data-informed decisions.

KEY RESPONSIBILITIES

Calendar Management

- Coordinate and manage executives' calendars, including scheduling meetings, appointments, and travel arrangements. Anticipate and resolve scheduling conflicts to ensure efficient use of time.

Communication

- Serve as a primary point of contact for internal and external communication, filtering and prioritising correspondence, emails, and phone calls. Draft, review, and edit communications on behalf of the executives.

Meeting Support & Event Planning

- Prepare agendas, presentations, and materials for meetings. Attending meetings to record minutes, action items, and follow-up tasks. Ensure seamless communication between executives and relevant stakeholders. Organise company events including the coordination of catering, planning and materials to ensure successful and memorable events.

Travel Arrangements

- Plan and coordinate travel arrangements, including flights, accommodation, transportation, and itineraries.
- Provide executives with all necessary information and ensure travel plans align with their schedules.

Administration

- Manage administrative tasks such as expense reporting, invoicing, filing, and document management. Maintain organized records and systems to support the executives' workflow.

Project Assistance

- Support executives in various projects by gathering data and preparing reports. Collaborate with other team members to ensure project milestones are met.

Confidentiality

- Handle sensitive information with the utmost discretion and maintain confidentiality on all matters related to the executives' work and personal matters.

Relationship Building

- Establish and maintain positive relationships with internal teams, external partners, clients, and stakeholders. Serve as a representative of the executives and the organisation.

Time Management

- Assist in prioritising tasks and managing deadlines to ensure the executives' efficiency and effectiveness in their roles.

Problem Solving

- Proactively identify challenges and opportunities to streamline processes, improve efficiency, and enhance the executives' productivity.

QUALIFICATIONS/EXPERIENCE/COMPETENCIES

- Education: tertiary qualifications in business administration or equivalent experience is preferred but not mandatory.
- Experience: Previous experience as an executive assistant or in a similar administrative role is highly desirable. Experience supporting high-level executives is a plus.
- Discretion: High level of integrity and discretion when dealing with confidential information.
- Adaptability: Ability to adapt to changing priorities and work independently while maintaining a high level of attention to detail.
- Exceptional organisational skills with the ability to multitask and prioritise effectively in a fast-paced environment.
- Strong written and verbal communication skills, including the ability to draft professional correspondence and interact with individuals at all levels.
- Proficiency in using office software (Microsoft Office Suite, SharePoint Workspace) and other relevant tools for calendar management, communication, and document preparation.

ANZSOG VALUES

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community. As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.