

# Executive Assistant Duty Statement



**Higher Education Industry - General Staff Award): Level 6**

**Full Time Equivalent: 1.0 FTE**

**Reports to: Director of Operations/Company Secretary**

## Key Duties and Responsibilities

### Executive Support

- Provide administrative assistance to the Executive/Leadership Team
- Organise flights and accommodation (as required)
- Meet and greet guests of the President and other important visitors to the College

### Governance

- Prepare agenda and minutes for the Board meetings (4 times per year)
- Update Member list and contact details (when required)
- Prepare agenda and minutes for the Audit & Risk Committee meetings (4 times per year)
- Prepare agenda and minutes for the Investment Committee meetings (2 times per year)
- Prepare agenda for the College Executive Committee and professional staff meetings (ad hoc)
- Prepare minutes for Academic Board meetings or other academic committees (if required)

### Policy and Compliance

- Manage the annual policy review schedule and liaise with the relevant managers
- Assist the Dean of Studies and Director of Operations with updating policies
- Assist the Dean of Studies and Director of Operations with managing annual government submissions

### Events

- Liaise with organisers of external events on behalf of the Campus Manager
- Promote booking of the College facilities to members of the wider community
- Coordinate or assist with various internal events

## Key Requirements

- Communicate professionally with staff, students, Board members and visitors
- Maintain good working relationships with all staff
- Demonstrate initiative and seek innovative solutions to challenges
- Be proactive and exemplify a strong work ethic
- Maintain strict confidentiality in relation to matters concerning the Board or the Executive

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