

# Position Description



<b>Position Title:</b>	Board and Executive Support Officer
<b>Position Objective:</b>	The Board and Executive Support Officer position provides efficient and effective confidential support services to the Gippsland Ports' Board, Board sub-committees and Executive.
<b>Business Unit:</b>	Corporate Services
<b>Location:</b>	Bairnsdale Head Office
<b>Reports to:</b>	Executive Manager Corporate Services
<b>Supervises/Manages:</b>	Nil
<b>Employment Status:</b>	Full time
<b>Classification:</b>	Administration Level 3.1 - 3.5 Gippsland Ports Enterprise Agreement 2023
<b>Salary:</b>	\$91,150 – \$104,594 per annum
<b>Superannuation:</b>	11.5% Superannuation Guarantee Contributions
<b>Probation Period:</b>	Six months
<b>Enquiries:</b>	Tony Callaghan, Executive Manager Corporate Services on (03) 5150 0500 or 0407 842 984
<b>Date:</b>	September 2024
<b>Police Check:</b>	Yes
<b>Pre-employment medical required:</b>	Yes
<b>Psychometric testing required:</b>	No

## OUR PURPOSE

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government’s Department of Transport and Planning to manage infrastructure assets that include navigation aids, public jetties, berth and mooring facilities, boat lifting and vessel servicing facilities and dredging operations. Services provided assist recreational boating, charter vessels, commercial vessels, professional fishing, marine and offshore industries. Gippsland Ports’ head office is located in Bairnsdale, with depots at Lakes Entrance, Port Welshpool and Paynesville.

## OUR VISION

To lead the way in sustainable local port and waterway management, helping to navigate a prosperous future for our region.

## OUR MISSION

To provide safe passage and access for users of Gippsland’s magnificent ports and waterways to live, work, play, and connect, now and into the future.

## OUR VALUES

Our values form our governing principles and fundamental beliefs that guide us in our moments of choice and promote consistent daily behaviours to help us achieve our mission and goals.



### **Healthy People, Health Environment**

*The safety and wellbeing of our people, our community, and our environment is our highest priority.*



### **Community & Culture**

*We build community connections, embrace diversity, and proudly celebrate our regional culture.*



### **Customer Focused**

*We focus on providing our customers with great value and experiences.*



### **Collaboration & Communication**

*We achieve more together by exchanging ideas, working in partnership, and openly communicating.*



### **Can Do Attitude**

*We are resourceful, motivated, multi-skilled, and focus on getting things done.*



### **Clever Thinking**

*We encourage ideas and embrace innovation to create positive outcomes and change.*

## POSITION OBJECTIVE

The Board and Executive Support Officer position is responsible for the provision of efficient and effective confidential support services to the Gippsland Ports' Board, Board sub-committees and Executive. The incumbent coordinates the scheduling of board and sub-committee meetings; coordinates the preparation, collation and distribution of Board and Board sub-committee agenda papers; records Board and Board sub-committee minutes for approval; provides executive support to the CEO and Management team and maintains several corporate information systems.

## SIGNIFICANT WORKING RELATIONSHIPS

### Internal

- Chief Executive Officer
- Board and Board sub-committee members
- Executive Manager Corporate Services
- Executive Management Team

### External

- Appointed independent sub-committee members
- Suppliers of goods and services
- Other Government agencies.

## DELEGATIONS

- Nil.

## SPECIAL CONDITIONS

The position may require travel between Gippsland Ports' facilities throughout its region and to other locations, including Melbourne.

## KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities
Provide administrative support to the Gippsland Ports' Board, and Board sub-committees.	<ul style="list-style-type: none"> <li>• Provide confidential and high-level administration support to the Gippsland Ports' Board and Board sub-committees. in a timely and effective manner.</li> <li>• Collate and format Board reports, correspondence, and presentations, in a timely and accurate manner, as required.</li> <li>• Coordinate and arrange travel and accommodation for Board members as required.</li> </ul>
Coordinate the preparation, collation and distribution of Board and Board sub-committees' papers.	<ul style="list-style-type: none"> <li>• Coordinate the timely preparation, collation and distribution of Board and Board sub-committees' meeting papers.</li> <li>• Coordinate and maintain Board and Board sub-committee meeting schedules and agendas.</li> <li>• Coordinate the preparation, distribution and filing of scheduled reports (internal).</li> </ul>
Record Board and Board sub-committees' minutes.	<ul style="list-style-type: none"> <li>• Record, compile, and distribute for approval Board and Board sub-committees' minutes.</li> <li>• Coordinate the preparation, distribution and filing and security of Board and sub-committee minutes.</li> </ul>
Provide executive support to the CEO and Management Team.	<ul style="list-style-type: none"> <li>• Provide a broad range of support services for the CEO and Management Team.</li> <li>• In addition, contribute to general office administration as part of the Administrative support team.</li> </ul>
Maintain corporate information systems	<ul style="list-style-type: none"> <li>• Administer and maintain delegated areas of Gippsland Ports' website and intranet sites.</li> <li>• Coordinate the maintenance of the Policy manual.</li> <li>• Coordinate corporate media including presentations, press releases, advertising and development and maintenance of promotional brochures.</li> <li>• Maintain records and registers as required including signed documents register and feedback system.</li> <li>• Oversee the telephone systems operation including on hold messaging.</li> </ul>

The incumbent can be expected to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this classification level.



## COMPETENCIES RELEVANT TO THE POSITION

<b>Qualification/s</b>	<ul style="list-style-type: none"> <li>• Formal qualifications in an administrative related field; or equivalent relevant experience.</li> <li>• Current car drivers' license</li> </ul>
<b>Capabilities &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to exercise initiative and discretion.</li> <li>• Excellent organisational and time management skills and experience working under pressure and organising work priorities to meet strict deadlines, often with short turn-around times.</li> <li>• High level interpersonal skills with the ability to communicate effectively at all levels both internally and externally.</li> <li>• Ability to work both independently and as part of a team in a busy, demanding but rewarding environment.</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Relevant experience in providing executive officer and minute secretary support to Boards, Management Committees and senior management.</li> <li>• Proven skills in organising and maintaining relevant documentation for meetings.</li> <li>• Demonstrated understanding of administrative functions and office practices.</li> <li>• Demonstrated high-level computer skills including word processing, spreadsheet skills, outlook and internet.</li> </ul>

## ENVIRONMENT HEALTH & SAFETY REQUIREMENTS

All Supervising staff are required to implement and maintain the Gippsland Ports' EH&S Management Strategies in areas under their control, ensuring compliance with legislative requirements and the established standards.

All other staff will assist the Manager of their work unit to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will participate in and contribute to EH&S, Designated Work Group and "Toolbox" meetings; develop safe work/operating procedures; and provide appropriate information, instruction, training and supervision. Staff will also inform the Manager or the EH&S Representative of their work unit of any unsafe working practices or hazardous working conditions.

## GIPPSLAND PORTS' EXPECTATIONS

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet Gippsland Ports' objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager/supervisor;
- Participate in the Annual Performance Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to Gippsland Ports' values;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Read, understand and comply with all Gippsland Ports' policies and procedures.

## KEY SELECTION CRITERIA

- Demonstrated relevant experience in providing executive support services to Boards, Management Committees and senior management.
- Highly developed literacy, numeracy and attention to detail.
- Excellent interpersonal skills with the ability to communicate effectively at all levels both internally and externally.
- Highly developed computer skills with good knowledge of the Microsoft Office 365 suite.
- Excellent organisational and time management skills and experience working under pressure and organising work priorities to meet strict deadlines.
- A current valid Driver's Licence.