



JOB DESCRIPTION

Job Title:	Executive Assistant & Company Secretary
Job Type:	Full- time
Salary Classification:	NT Christian Schools AO 7.1 - AO 7.3 (6 wks AL)
2021 Salary Range	\$109,552 - \$ 117,858.00per annum, dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity:	NT Christian Schools Systems Office
Responsible to:	CEO
Date:	November 2021

Introduction:

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the What We Believe statement. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be a Christian community learning together to live life as God intended, offering hope for the world. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

Primary role:

The position of Executive Assistant provides executive support with a one-on-one working relationship reporting directly to the CEO. The Executive Assistant serves as the primary point of contact for all internal and external constituencies pertaining to the Office of the CEO. The Executive Assistant organises and coordinates executive outreach and external relations efforts; as well as oversees special projects. The Executive Assistant must be creative and enjoy working within an environment that is mission-driven and community oriented. The Executive Assistant position must possess the ability to exercise good judgement in a variety of situations, have strong written and verbal communication skills, administrative and organisational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must have the ability to work

independently and as a contributing member on team projects. Must be able to work with the pressure of tight deadlines, and to handle responsibilities of coordinating a wide variety of activities and confidential matters with discretion.

The position of a company secretary is the keeper of confidential business of the organisation and matters discussed at Board Meetings. You will be required to provide guidance in directorial duties and responsibilities. You will be the chief administrative officer in the organisation and undertake duties, responsibilities and obligations as required by ACIS and other applicable legislation and common law. Ensuring that the company carries out its statutory functions and obligations.

Specific Responsibilities

- Completes a wide variety of administrative tasks for the CEO including managing an extremely active calendar of appointments; completing expense reports; composing and preparing confidential correspondence.
- Works closely and effectively with the CEO to keep her well informed about upcoming commitments and responsibilities, following up appropriately; having a sense for the issues taking place in the environment and keeping the CEO updated.
- Arranges complex and detailed travel plans, itineraries, and agendas.
- Plans, coordinates, and ensures the CEO's schedule is followed and respected.
- Communicates directly, with Board members, Executive Team and others, at the direction of the CEO.
- The position holder must display professional and effective communication and liaison skills with both internal staff and external stakeholders at all levels.
- The role requires the ability to pay attention to detail, maintain a flexible and resourceful approach to effectively multi-task and manage workload.
- Anticipates needs with regard to meeting papers and preparation of agendas and papers for regular Board and Management meetings. Take Minutes and follow up as required
- The role requires an awareness of Company law requirements and capacity to assist with the administrative governance needs – including maintaining communiques, accurate and up to date registers, and annual reporting calendars.
- Capacity to develop resources for distribution and review and implement systems that create assurance of communication across the organisation.
- Capacity to work independently with minimal direction and collaboratively in a team environment.
- Supports productive relationships with a demonstrated ability to work as part of a team and independently and with people at all levels.

Company Secretary

- Ensure that the Organisation complies with its statutory obligations under any relevant laws and regulations
- Maintaining statutory documents and records
- Ensuring completion and lodgement of statutory forms/returns and reporting under the relevant legislation/regulation.
- Arrange, compile and circulate papers and take minutes following up any outstanding requirements relating to Board Meetings
- Ensure adherence with the Company's Constitution

- Carry out duties in relation to the corporate administration of the Company, including governance, annual report, AGM and other matters as reasonably required by Directors from time to time.
- Maintain database and support strong communications NT Christian Schools Membership.

Essential requirements:

- Demonstrate an active Christian commitment.
- Ability to reflect the Christian faith underpinning of NT Christian Schools in every aspect of operation.
- Substantial experience supporting a Chief Executive or executive manager.
- High degree of professionalism and judgement with the ability to maintain a high level of discretion and confidentiality.
- High-level written and oral communication skills and the ability to communicate and liaise effectively and sensitively at all levels, both internally and externally.
- Ability to balance conflicting priorities and to work to deadlines.
- Advanced knowledge, skills, and abilities with Microsoft Office software (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Zoom Meeting software, and other Social Media web platforms.
- Demonstrate trust, openness and respect when dealing with people.
- Ability to demonstrate compassion and integrity in approach to work and people
- Ability to manage up and hold management team to account as required
- Self-motivated and proactive with the ability to identify issues and problem solve
- Some out of hours administrative support will be required

Education and Training:

- Diploma in Business Administration or relevant qualification
- NT Working with Children Ochre Card
- Current NT Driver's Licence