



POSITION DESCRIPTION

Position Title:	Administrative Officer – Executive Services
Department:	Executive Services

ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 50 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

PRIMARY PURPOSE OF ROLE

To provide high quality administration and support services to the Board of Management, Chief Executive Officer and Executive team.

Direct Reports to this Role

Total Number of Reports

Nil

Nil

Key Relationships

Internal	Executive members Board and Committee members All MADEC staff
External	Key stakeholders Equivalent members of other organisations Local clients, suppliers of goods and services Government agencies.

KEY RESPONSIBILITIES / DUTIES

Arrange and provide executive support for meeting and conferences including co-ordination and distribution of meeting papers and agendas

Attend all Board of Directors Meetings and Sub Committee Meetings, providing administrative support as required.

Ensure appropriate arrangements are made to conduct the company's Annual General Meeting in accordance with accepted standards.

Provide high quality administration support to the CEO and Executive team on a project basis.

Ensure company Board and executive records, correspondence and related material are appropriately managed and controlled.

Draft monthly reports, presentations, submissions and other correspondence for the CEO.

Co-ordinate/manage business travel, conference/meeting bookings and accommodation.

Co-ordinate the execution of company contracts, ensuring deadlines are met and appropriate records are maintained.

Co-ordinate Board and executive engagement with MADEC's community and corporate members.

Collate and prepare CEO expense reconciliation.

Corporate responsibilities

Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.

Participate fully in staff appraisal and professional development review processes.

Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.

Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.

Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.

Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

Qualifications and Experience:

	Essential	Desirable
Qualifications	<p>Current driver's licence</p> <p>National Police Check</p>	<p>Qualifications in business or administration, or currently studying towards</p>
Experience:	<p>Significant administration and communications experience</p>	
Skills:	<p>Strong communication, interpersonal and public relations skills to enable professional interaction with a range of people including senior management and other staff, the public, and representatives from other organisations and Government agencies.</p> <p>Ability to maintain confidentiality and an understanding of commercial in confidence practices.</p> <p>Well developed computing skills with an advanced working knowledge of Microsoft Office applications, the internet and email applications.</p> <p>Strong understanding of corporate governance practices.</p> <p>Highly developed time management skills and demonstrated ability to meet deadlines and to effectively manage multiple projects including the organisation of events and functions.</p> <p>Demonstrated experience in drafting correspondence, presentations, media items and reports.</p> <p>The ability to work unsupervised and to be flexible in carrying out duties effectively</p>	

Competencies *All employees must:*

Adaptable	<p>Maintain focus and productivity in changing environments, responsibilities and people.</p> <p>Remain positive in the face of change, take steps to recognise need for change and understand and support changes as we strive for business excellence.</p>
Accountability	<p>Accept responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.</p>
Communication	<p>Communicate effectively and transparently.</p> <p>Engage and inspire other through clear oral and written communication.</p>
Customer focus	<p>Ensure our internal and external customers/clients are at the forefront of our minds in all that we do.</p> <p>Act in the best interest of our customers/clients by working with them to understand their needs and to build mutual respect that leads to mutually beneficial outcomes.</p>
Integrity	<p>Be authentic.</p> <p>Maintain personal credibility and uphold ethical standards.</p> <p>Fosters respect for all individuals and points of view.</p> <p>Interacts appropriately with all members of the workforce, clients and business and community partners without regard to individual characteristics.</p>
Team Work	<p>Work cooperatively and effectively with others to achieve department and organisational goals.</p> <p>Participate in building group identity characterised by trust, pride and commitment.</p> <p>Build strong intra and inter department relationships and partnerships to ensure business success.</p>

Accountability

We do what we say we will do and are responsible for our actions.

Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

Courageousness

We act ethically and stand up for what is right, just and fair.

Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

Inclusiveness

Everyone matters, we are “all” community.

Excellence

We are committed to continuous improvement in all we do.

Position Description reviewed by:

Employee Name:	L.Burt	Title:	CEO	Date:	12/04/2021
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Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.
Employee to sign and return to Human Resources.