

EXECUTIVE SUPPORT OFFICER

Employer	Little Athletics WA and Athletics WA – One Management Team
Position Title	Executive Support Officer
Reports to	Chief Executive Officer
Location	Perth, WA
Position Overview	<p>The Executive Support Officer will assist the CEO and General Managers in the delivery of quality administrative and operational support.</p> <p>In addition, the role will play a key role in overseeing the front of house management of the Athletics in WA Office and the coordination of key stakeholder engagements.</p> <p>The ability to forge a close working relationship with all staff, key stakeholders and volunteers will be essential to the successful achievement of this position's objectives.</p>
Core Responsibilities	<ul style="list-style-type: none"> • Provide high level administration support to the CEO and General Managers to ensure the delivery of organisational objectives; • Ensure office environment is maintained to enable all staff to maintain outputs; and • Liaise with internal and external stakeholders to ensure the delivery of business outcomes for Athletics in WA.
Key Duties	<ul style="list-style-type: none"> • Assist the CEO to maintain timely and effective internal and external communications; • Manage incoming and outgoing communication (telephone, electronic, hard copy and in person) in a professional and welcoming manner; • Manage logistics for CEO's external and internal meetings, Board Meetings, Staff Meeting, workshops, events and functions; • Work with the CEO and General Managers ensuring all reporting requirements, timelines and compliance matters are up to date and met by Management Teams producing relevant department reports as required; • Compilation and provision of reports, including Board papers and minutes, staff memos, and Management papers along with contribution to Athletics in WA's annual report and progress and acquittal reports to appropriate parties (e.g. sponsors); • Compilation of information for inclusion through relevant Athletics in WA's Communication channels and publications; • Liaise with internal and external stakeholders as required or directed to support the CEO, General Managers and Board; • Liaise with other organisations and individuals on matters as required with the highest level of professionalism and confidentiality; • Maintain adequate supplies of staff amenities and general stationery store; • Undertaking of special projects as required; and • Any other duties within the Employees capabilities and which is reasonable to expect the Employee to undertake as directed by the CEO from time to time.
Key Interactions	<p>Board of Directors and Staff Athletics Australia Little Athletics Australia Athletics Clubs and Centres Athletics Stakeholders in WA Venues West Federal, State and Local Government Agencies</p>

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Competency Area	<p>Communication</p> <ol style="list-style-type: none"> 1. Writing effectively; 2. Ensures key messages are portrayed through accurate reporting and documentation; and 3. Articulate verbal communication. <p>Teamwork</p> <p>Fosters Teamwork:</p> <ol style="list-style-type: none"> 1. Is a strong team member who is driven to work hard as an individual to ensure the success of the group; 2. Honesty and Integrity; and 3. Can follow through on the commitments, while modelling the values of the organisation. Will sacrifice self for others even under pressure. <p>Diversity:</p> <ol style="list-style-type: none"> 1. Promotes respect for diversity and the importance of culturally appropriate behaviours. <p>Initiative and Enterprise</p> <p>Solving Problems:</p> <ol style="list-style-type: none"> 1. Is able to anticipate problems and ways to solve them. Encourages others to seek out the appropriate ways to solve problems. <p>Planning and Organising</p> <p>Planning:</p> <ol style="list-style-type: none"> 1. Highly motivated and able to identify what is needed to successfully plan for team projects and broader goals. <p>Managing Work:</p> <ol style="list-style-type: none"> 1. Highly motivated and able to manage their workload, with the ability to adjust their plans where necessary to ensure that team outcomes are achieved.
Essential Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrated experience providing high level administrative support; • Proven capacity to produce high quality reports and documents in a timely manner for internal, external and board purposes; • Strong communication (written and verbal), negotiation and relationship building skills; • Well-developed analytical, research and reporting skills; • Excellent computer skills and information technology literacy with a range of software applications and membership & competition database systems; • Demonstrated initiative, flexibility and self-management skills; • Proven ability to maintain confidentiality and exercise discretion; • Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks; • Ability to work independently and part of broader team; • Preparedness to be flexible in respect to work hours; • A current "C" class WA driver's license; • Working with Children Check; and • National Police Clearance.

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	<p>Desirable</p> <ul style="list-style-type: none"> • Experience in a similar position; and • Experience working within a member service-based association, particularly of a sporting nature.
Hours of work	The role is a full-time permanent position working 37½ hours per week. Due to the nature of this position out of hours and weekend work will be required.
Salary	A salary package of \$50,000 - \$60,000 plus superannuation will be negotiated with the successful applicant dependant on level of experience.
How to Apply	<p>Applicants are requested to submit a resume outlining their relevant experience and a covering letter addressing each of the essential and desirable criteria via email to: Vince Del Prete at ceo@walittleathletics.com.au</p> <p><u>Please note: applications lodged via the SEEK website will not be accepted.</u></p>
When do applications close?	Applications close at 5.00pm on Monday, 26 August 2019.
Who do I contact if I have an enquiry?	Please contact the Chief Executive Officer, Vince Del Prete at ceo@walittleathletics.com.au