

Executive Administration Officer Position Description – May 2024

Position Title	Executive Administration Officer	Department	People and Culture
Reports to	Head of People and Culture	Job Status	Permanent, PT (25 hrs pw)

Our Purpose

To lead, promote, regulate, educate, develop and grow safe, fair, enjoyable and socially responsible motorsport in Australia.

Our Vision

More people enjoying more motorsport, in more places, more often.

Our Values

- **Respect**– We value each other, our differences, opinions and all involved in our sport.
- **Excellence**– We embrace change and strive to be the best we can be.
- **Accountability**– We do what we say we will do.
- **Pride**– We lead by example and take pride in our sport and our organisation.

Why the role exists

The Executive Administration Officer plays a pivotal role providing comprehensive administrative support to the CEO as well as contributing to the efficient and smooth operation of Motorsport Australia. The Executive Administration Officer serves as a primary point of contact for internal and external stakeholders and plays a crucial role in facilitating communication and coordination across the various functions within the organisation.

Duties and Responsibilities

Administration Support

- Provide high-level administrative support to the CEO, including managing email and calendars. Support to senior managers as required.
- Prepare and distribute correspondence for internal and external stakeholders, ensuring accuracy and professionalism.
- Prepare and distribute documents, reports, and presentations for internal and external meetings, including board meetings, ensuring accuracy and completeness.
- Maintain organised electronic filing systems and databases to ensure easy access to information and efficient retrieval.

Communication and Coordination

- Serve as a central point of contact for internal and external stakeholders, effectively representing the CEO's office and ensuring timely and professional communication.
- Coordinate meetings, dinners, and special events, including logistics and follow-up actions.
- Facilitate communication between the CEO and management team, ensuring alignment on key initiatives and priorities.
- Assist with workflow and documentation across executive committees and for governance forums including the board.
- Manage confidential information with discretion and professionalism, maintaining strict confidentiality at all times.

Project Support

- Support the management team in various strategic initiatives, special projects, and cross-functional collaborations, providing administrative assistance and coordination as needed.
- Track action items, deadlines, and deliverables associated with key projects, ensuring timely completion and follow-up.

General

- Other duties as assigned

Other Considerations

- Involves some after-hours support, particularly during peak periods or when supporting special events
- Requires occasional attendance at events which may occur after hours and / or at weekends
- Current drivers licence required

Selection Criteria

- Proven experience in administrative support roles, preferably at the Executive level.
- Strong organisational and time-management skills, with the ability to prioritise tasks and meet deadlines in a fast-paced environment.
- Strong interpersonal and communication skills, with the ability to interact effectively with individuals at all levels of the organisation and within the wider motorsport community.
- Demonstrated commitment to teamwork with a positive, hard-working and can-do attitude.
- Discretion and confidentiality in handling sensitive information and communications.
- Proficiency in Office 365 and other relevant software applications.
- Adaptability and resourcefulness, with a proactive approach to problem-solving.
- High degree of professionalism, integrity, and commitment to supporting the CEO and Motorsport Australia's objectives.