



ANU Sport and Recreation Association Inc.
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JOB DESCRIPTION – EXECUTIVE SECRETARY

RESPONSIBILITIES (FUNCTIONAL STATEMENT)

- Provide executive support to Chief Executive Officer.
- Prepare reports for management and for Council.
- Co-ordinate secretariat support to Council and sub-committees.
- Co-ordinate organisational meetings, including assisting in the preparation of documents and liaising with relevant stakeholders.
- Develop and implement management policies and procedures that accord with organisational values and current legislative requirements.
- Assist with maintaining and co-ordinating people management policies and procedures.
- Take the lead in maintaining the organisation's management of records, policy and procedural framework, and governance and office protocols.
- Provide input into overall management of ANU Sport's activities.
- Perform other duties as directed.

REQUIREMENTS (SELECTION CRITERIA)

- Proven capacity to manage multiple responsibilities in a work environment that covers a wide variety of issues and can be fast-paced.
- Well-developed organisational and time management skills.
- Well-developed written skills and oral communication skills.
- Proven ability to effectively co-ordinate the efforts of others.
- Proven capacity to work effectively and harmoniously with a diverse range of people and associated interests.
- Willingness to learn, implement positive change and to exercise judgement and initiative.

Job Description – Executive Secretary

RELATIONSHIPS (ORGANISATIONAL)

Association

- Collaborate with ANU Sport executive, managers and staff.
- Provide recommendations and advice to the Chief Executive Officer.
- Provide recommendations and advice to the Council.

Organisation:

- Unit staff – program co-ordination
- Association staff – organisational cohesion and efficiency
- Association management – organisational cohesion and direction.

REPORTING:

- Chief Executive Officer (executive assistance)
- Presentation of papers to Council.
- Recommendations and advice to Chief Executive Officer.

ANU SPORT Values

We believe that the following core values are intrinsic to our operations both in terms of the way we have developed our business culture and the way in which that in turn has shaped our business practices.

Integrity: It is one of our guiding principles that in all our personal and business relationships we should endeavour to be open and honest and that our internal processes and decision making be transparent and open to scrutiny.

Trust: We believe that as a team we can achieve great things. Central to that belief is the confidence that we can rely on each other to contribute to the best of our abilities to the tasks at hand. We also have an expectation that our personal welfare will be of foremost consideration as we go about our day-to-day duties.

Respect: In recognition of the differing strengths and weaknesses that characterise most of us, we will show regard and consideration for the points of view of others and diligently strive to support each other in achieving our potential.

Pride: We accept that the pursuit of excellence in all our undertakings should be a primary goal and accordingly we will set and maintain high standards in all our endeavours and have a continuing review program in place to evaluate our achievements.

Commitment: We recognise that, both as individuals and as being part of an organisation, there are many aspects in which we can endeavour to improve things. These improvements can range from the setting and achieving of personal goals to enhancements to work systems and procedures and a general desire to better the image and operations of the organisation.