

<b>Position Title:</b>	<b>Corporate Services Administrator</b>
<b>Reports to:</b>	Executive Manager Corporate Services and CFO
<b>Direct reports:</b>	Nil
<b>Review date:</b>	2024

### Position objective

The role of the Corporate Services Administrator / Personal Assistant is to support the Executive Manager Corporate Services & CFO (EMCS & CFO) to ensure the smooth running of this Executive Manager's portfolio including but not limited to Finance, Human Resources, Information Technology, Governance, WHS Risk & Safety departments.

The position is required to provide exceptional customer service and administrative support to both internal and external stakeholders, with a high degree of professionalism, efficiency and effectiveness. The Corporate Services Administrator / Personal Assistant will strive to work closely with the Executive Assistant to the CEO and provide support as needed.

### Newcastle Airport's Values

**TRUST** - always acts with integrity

**ENGAGED** - passionately exchanges thoughts and ideas to generate an actively creative environment

**COMMITTED** - doing what you'll say you do

**ACCOUNTABLE** - having the courage to be held accountable and to hold others accountable

**RESULTS DRIVEN** - strive to ensure results are achieved

### Key accountabilities and responsibilities

- > Responsive and effective diary, email and travel management for the EMCS & CFO, including detailed triage of emails and pre drafting email responses where appropriate.
- > Prepare correspondence, documents and presentations for the EMCS & CFO.
- > Act as liaison point between the Corporate Services Managers and the EMCS & CFO.
- > Administrative support as required, including diary bookings and travel bookings.
- > Assist with the preparation, formatting, and distribution of Board papers and work with the Governance Coordinator and Chief of Staff to ensure the Board Papers are provided to the CEO for final review in line with the board reporting structure.
- > Preparation of PowerPoint presentation materials.
- > Manage the EMCS & CFO credit card reconciliations and ad-hoc reporting as required
- > Accounts payable, including processing of purchase orders, invoices and accounts.
- > Provide administrative support as directed by the EMCS & CFO to the Finance, Human Resources, IT, Governance, WHS Risk and Safety teams.
- > Undertake and maintain document control, including filing, updates and other electronic data management system activities.
- > Conducting or preparing any research that the reporting manager may require
- > Complete any other duties within your skills and abilities, as required by your Manager and the Executive Assistant.
- > Assist in the provision of reception responsibilities (shared across the business), including answering the phone and other general ad-hoc reception tasks.

### General

- > Maintain continual alignment with NAPL's values - Trust, Engaged, Committed, Accountable, Results Driven.
- > Demonstrate compliance with all directives communicated through NAPL's Policy and Procedure framework.
- > Display consistent compliance, accountability and due diligence with all safety and security matters across the Airport precinct

### Qualifications and experience

#### Essential

- > Degree qualifications in business or related discipline
- > Minimum 3 years' experience in supporting a Senior Executive Manager with high-level office administration.
- > Great interpersonal skills, well presented with a high degree of professionalism and judgement with the ability to maintain a high level of confidentiality and professional standards of behaviour in difficult and sensitive circumstances.
- > Well-developed liaison skills, including excellent communication skills with a range of stakeholders
- > High level of organisation, attention to detail and ability to work under pressure
- > Strong time-management skills and the ability to prioritise and coordinate daily workload
- > Demonstrated writing and advanced MS Office skills
- > Sound capability in PowerPoint documentation preparation
- > A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment
- > Demonstrated strong reasoning skills and proven strategic thinking capabilities
- > Alignment with NAPL values – trust, engaged, committed, accountable and results driven

#### Desirable

- > Experience in report preparation
- > Experience using Technology One accounting software applications or similar accounting software applications.
- > Experience using electronic document management systems.
- > Previous experience with Document Control.

### Work Health and Safety

While at work NAPL workers must:

- > Take reasonable care for their own health and safety
- > Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- > Comply with any reasonable instruction that is given to allow NAPL to comply with the WHS Act
- > Cooperate with NAPL policies and procedures relating to health or safety.

**Value Behaviours**

Our culture is underpinned by core values and behaviours, which define how we do business. All employees are expected to demonstrate our values and behaviours at all times, as follows:

Value	Behaviours
<b>Trust</b> Always acts with integrity	✓ Practices open and transparent communication.
	✓ Is a supportive team player.
	✓ Consistently demonstrates honesty and ethical behaviour.
	✓ Demonstrates a healthy respect for others, equality and inclusiveness.
	✓ Applies an open door policy and is willing to offer input and ask for help.
<b>Engaged</b> Passionately exchanges thoughts and ideas to generate an actively creative environment	✓ Supports other staff in need across the business.
	✓ Shares knowledge and collaborates with others.
	✓ Approaches work with a positive attitude.
	✓ Supports progressive and forward thinking.
<b>Committed</b> Doing what you say you'll do	✓ Openly engages in healthy conflict by respectfully discussing different ideas and opinions.
	✓ Helpful and assists other staff / teams in need wherever possible.
	✓ Consistently "walks the talk" by doing what they say they'll do.
	✓ Consistently demonstrates a "can do" attitude.
	✓ Reliable and consistent in their approach to work.
<b>Accountable</b> Having the courage to be held accountable and to hold others accountable	✓ Open and adaptable to change to meet the growing needs of our business.
	✓ Open to giving and receiving constructive feedback as an opportunity to learn.
	✓ Takes responsibility for their actions.
	✓ Proactively seeks advice and input from others to stimulate learning and innovation.
	✓ Is committed to being truthful with each other.
<b>Results Driven</b> Strive to ensure results are achieved	✓ Applies consistent standards across the organisation.
	✓ Adopts a strategic approach to achieve business goals.
	✓ Adopts big picture thinking and commitment to achieving business goals.
	✓ Ensures goals are clearly understood which they are focussed on achieving.
	✓ Employs effective strategies to ensure goals are achievable.
	✓ Prioritises own work effectively and communicates capacity constraints early.

**Position description approved**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_