

# MELBOURNE WATER POSITION DESCRIPTION

## Executive Coordinator



REPORTS TO:	DIRECT REPORTS:
Executive General Manager/General Manager	Nil

### RESPONSIBLE FOR:

#### Program Coordination:

A number of tasks and responsibilities which may fall under the Program Coordination function. This includes, but is not limited to:

- Coordinate the preparation of Group Business, Program and/or Work Plans
- Report against agreed performance and timeline targets for the team Program Plan, including highlighting any areas of risk
- Ensure a high level overview of key issues occurring across the group, the business and the broader industry and making the EGM/GM aware of any key risks or opportunities
- Management and monthly reporting of the Group Safety Improvement Plan
- Coordinating information management for the Group
- Represent the EGM/GM in various internal and external forums as agreed
- Involvement in cross business projects and cross functional teams as required

#### Executive Assistant Function:

- Providing high-level, confidential administrative support and assistance to the EGM/GM
- Support the EGM/GM in day to day operations including diary management and coordination of meetings, inclusive of agenda and minute preparation
- Keep abreast of current priorities and issues across the group that could impact on the office of the EGM/GM
- Assist the EGM/GM in preparation for media and other high profile engagements
- Managing purchase orders and processing invoices in a timely manner in Finance One for the EGM/GM and where necessary
- Undertaking other tasks and projects to ensure effective running of the Group as agreed with EGM/GM
- Assist EGM/GM and Direct Reports with the preparation of Board and Committee Papers and Business Matters where required. Ensure all deadlines are met for circulation and distribution of papers.
- Administrative tasks such as travel, catering, cab charge, stationery and MW uniform as required.

#### Additional tasks:

- Providing backup support to other Melbourne Water Executive Coordinators and their EGM/GM during periods of annual leave etc
- Ensuring that the organisation chart of the Group is correct and available on the intranet
- Taking care of own and colleague's Health and Safety through identification and reporting of hazards and active involvement in improvement initiatives

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### KEY SKILLS AND EXPERIENCE REQUIRED

- Excellent communication skills and a high level of customer service orientation in dealing with internal/external stakeholders
- Exercise discretion and judgment when dealing with sensitive and confidential information
- A team player who can also work autonomously with minimal supervision
- Highly-developed organisational skills and demonstrated flexibility to manage competing priorities within strict timelines
- Experience in coordinating complex work programs and ensuring adherence to key timelines
- Demonstrated high level of attention to detail
- Ideally experience in a customer orientated industry

### KEY RELATIONSHIPS

#### Internal

- The Executive Coordinator requires strong relationships with the group to which it interacts with particularly the Executive General Manager/General Managers and Direct Reports, and other employees (internal customers) across the organisation.

#### External

- Establish and maintain effective relationships with key high-level external stakeholders (retail water companies, Minister's Office, Government departments, e.g. DELWP, and regulators, e.g. EPA Victoria).

### SALARY RANGE:

Job level 5

### OTHER COMMENTS

This role requires the following:

- Demonstrated experience in providing high-quality executive support at a senior level
- Qualifications in Business or Project Management or a related field would be highly regarded
- A high level of competency with keyboard and computing skills including Microsoft Office
- A Police Check is required for this position

Location: 990 La Trobe Street, Melbourne 3008