

Position Description: Executive Assistant

Overview:

The CMTO is a training organisation dedicated to addressing the training needs of the Australian Community Media Sector.

The CMTO will strive to:

- Facilitate the development of a national training strategy for the community media sector.
- Promote a positive training culture throughout the community media sector.
- Maintain and develop its capacity as a high quality and sustainable media training organisation serving the community media sector.
- Build partnerships and create networks with other training providers and industry partners, consulting with community media sector organisations in the development of a national training strategy.
- Encourage innovation in training and learning in the community media sector.
- Identify and address skills shortages and gaps in training delivery, resource development and trainer professional development, with a particular focus on the priorities* established by the Australian Government for the National Training Program funding allocation for the community media sector .

**National Training Program (NTP) Priorities: The bulk of the training places to be directed to community broadcasting stations in regional, rural and remote areas. Funding will also be directed to the special training needs of radio for the print handicapped, Indigenous and ethnic radio broadcasting. In relation to ethnic training, ethnic youth, new and emerging ethnic groups and new language groups will be targeted for training opportunities.*

Position Title	Executive Assistant	Classification	Educational Services (Post-Secondary Education) Award 2020 Schedule D—General Staff Level 3-6
Reports To	CEO	Terms of Employment	As per contract
Salary Range	Pro rata annual salary FTE \$ 51,843.23- \$70,555.42 based on 37.5-hour week	Superannuation	10.5% employer contribution (1 st July 2022)
Probation	3 months	Annual Leave	Four weeks (pro rata)
Conditions	The position is a part-time fixed-term contract and conditional upon satisfactory performance.		
Approved By	CMTO CEO	Date Updated	07/03/2023

Job Specification

Role

The CMTO Executive Assistant is responsible for clerical and administrative support functions for the CMTO CEO and Leadership Team.

Responsibilities: (Job Specific)

1. Supporting the CEO and Leadership Team
 - a) Act as the point of contact among the Leadership Team, Directors, employees, trainers, students and other external stakeholders.
 - b) Manage information flow in a timely and accurate manner.
 - c) Manage the Leadership Teams' calendars and set up meetings.
 - d) Make travel and accommodation arrangements.
 - e) Supporting the CEO, Leadership Team and the Directors in committee related activities.
 - f) Compiling meeting papers.
 - g) Taking minutes at meetings as required.
2. Office Coordination
 - a) Maintaining a safe office environment and remote working facilities.
 - b) Assisting with the maintenance of equipment and stocks of office supplies.
 - c) Maintenance of CMTO Asset Register.
 - d) General IT support.
3. Liaison and coordination.
 - a) Handling and registering CMTO related enquiries.
 - b) Assisting with face-to-face training workshop coordination.
 - c) Assisting with staff and trainer travel and accommodation bookings.
 - d) Assisting with online learning programs, including logistics, supporting trainers, supporting students and assisting with administrative tasks.
4. Other duties as directed by the CEO and Leadership Team

Shared Responsibilities:

- Work co-operatively with other staff to achieve organisational objectives.
- Demonstrate commitment to and understanding of the values of community broadcasting.
- Maintain high standard work practices and ensure integrity, respect and confidentiality.
- Contribute to a positive, fun work environment.
- Practice environmental sustainability in the workplace.

Terms of Employment

The nature of the community broadcasting sector and this position mean that some after hours and weekend work may be required. Time in Lieu is available.

Selection Criteria: Support Officer - Student Services

- Some experience or understanding of the community broadcasting sector and/or training industry.
- Demonstrated experience as an Executive Assistant, Personal Assistant or similar role.
- Excellent oral, written and personal communication skills (for production of reports, internal communications, dealing with complex enquiries by phone and email).
- Demonstrated skills in administration including scheduling, workflow management systems, data entry, word processing, and reporting.
- Demonstrated high level organisational skills.
- Self-motivation and the ability to work independently or with minimal supervision.
- Experience working with a diverse range of communities and volunteers.
- First Nations people, young people, people with lived experience of disability and people from a range of cultural and linguistic backgrounds are encouraged to apply.

Preferred but Not Essential

- Demonstrated experience in prior use of a Student Management System and/or Learner Management System (such as aXcelerate or MOODLE).

- Demonstrated experience in basic IT systems maintenance or IT support.
- Training can be provided if a candidate has no previous experience.