

EXECUTIVE ASSISTANT – POSITION DESCRIPTION

OUR VALUES & BEHAVIOURS

Proudly United

Value Statements:

We are proudly united as a team, as members of EGW and as members of our community.

We work towards a common goal in a safe, respectful and inclusive workplace.

We celebrate success together.

Enabling Behaviours:

Share information and openly communicate

Understand your role in achieving the common goal and own it

Actively listen and participate

Support and encourage others

Truly Authentic

Value Statements:

We act openly and honestly in everything we do and earn the trust of others by delivering what we promise.

We understand our strengths and our limitations.

We earn respect.

Enabling Behaviours:

Have the courage to do what's right even if it means taking the hard road.

Mean what you say and say what you mean

If you don't know ask!

Passionately Innovative

Value Statements:

In an ever changing world our key to success is innovation and making the most of our resources.

We achieve this by challenging the status quo, collaborating and embracing change.

We value each other's ideas and learn from honest mistakes.

Enabling Behaviours:

Don't be afraid to ask questions and challenge respectfully

Put it on the table

Be curious and have an open mind

Explore opportunities and be willing to accept risk

Embrace change

Openly Accountable

Value Statements:

We take personal responsibility and accountability for our actions and their outcomes.

We have a clear understanding of what is expected of us and act accordingly.

We seek to understand the changing needs of our internal and external customers and respond appropriately.

Enabling Behaviours:

Follow through

Be proactive

Hold self and others accountable, respectfully

Own your actions

Admit mistakes: learn from them & move forward

ABORIGINAL ACKNOWLEDGMENT

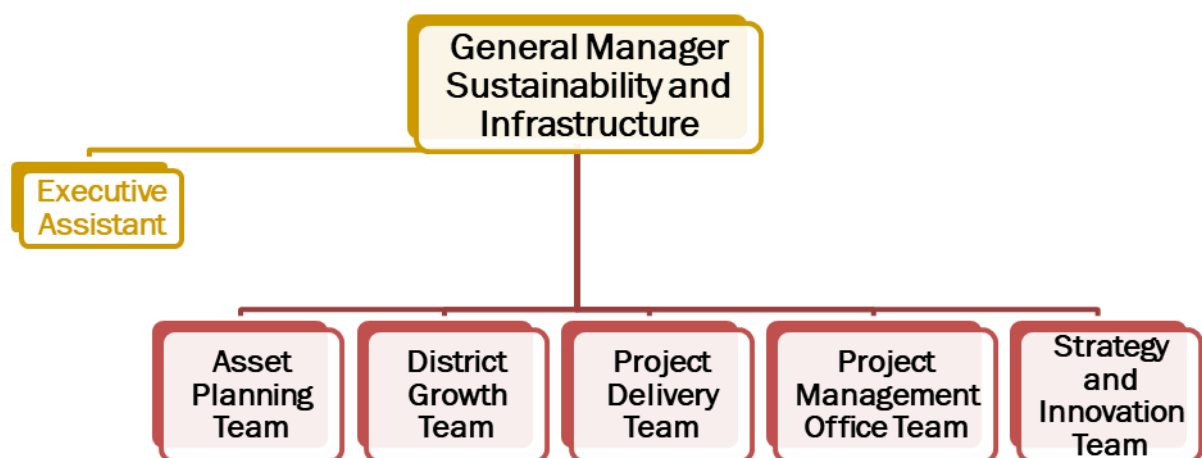
We acknowledge and respect the Gunaikurnai, Bidwell and Ngarigo Monero people as the Traditional Custodians of East Gippsland's land and waters. We pay our respects to their Elders both past, present and emerging leaders.

We recognise and respect their unique cultural heritage beliefs and intrinsic connection to Country, which continues to be important to them today. We are strongly committed to further developing our relationships and partnerships with Aboriginal and Torres Strait islander peoples, communities and organisations.

POSITION DETAILS

Position Title:	Executive Assistant	Effective Date:	September 2025
Department:	Sustainability & Infrastructure	Job Location:	Bairnsdale Office
Reports To:	General Manager, Sustainability & Infrastructure	Supervises:	Nil
External Contacts:	Wide range of high-level contact with Government and private agencies, other water corporations, suppliers, customers and community groups.		
FTE Classification:	0.6	Position Number:	Tbc
Prepared By:	General Manager, Sustainability & Infrastructure	Approved By:	Managing Director

ORGANISATIONAL CHART



ABOUT THE ROLE

The Executive Assistant will provide efficient and effective administration and executive support to the General Manager Sustainability and Infrastructure and the Sustainability and Infrastructure team.

This role works closely with a broad range of stakeholders, with, and external to EGW, proactively providing team support with organisation of meetings/workshops, managing diary requests and preparing and distributing documents, reports, agenda, papers, minutes and other relevant documentation.

The Executive Assistant will be a proactive self-starter with strong skills in communication, organisation and planning, teamwork and stakeholder relations. The ability to work with limited supervision in a complex, sensitive environment is essential.

WHAT YOU WILL BE DOING

Administrative Support	<ul style="list-style-type: none"> • Provide a comprehensive range of executive support to the General Manager Sustainability & Infrastructure with a high degree of sensitivity and confidentiality. • Planning, organising and coordinating meeting processes associated with the Sustainability & Infrastructure Team • Arrange external meetings as requested • Maintenance of electronic calendar system, preparation of routine confidential correspondence and confidential document filing • Build, maintain effective relationships and communication with a broad range of key internal and external stakeholders, including facilitating the organisation of key meetings, developing, coordinating and distributing relevant documentation requests and requirements, ensuring the teams deliverables are achieved • Contribute to continuous improvement of administrative processes • Contribute to projects and initiatives as required
Travel Arrangements	<ul style="list-style-type: none"> • Manage conference, forum and workshop bookings on behalf the Sustainability & Infrastructure team • Organise travel bookings and itineraries for the Infrastructure & Sustainability Team
Teamwork	<ul style="list-style-type: none"> • Provide administration assistance to the Sustainability & Infrastructure team • Work and communicate with management & other departments within the Corporation to obtain information and provide support where needed. • Share information with team members to assist them to understand and manage uncertainty and change • Carry out other tasks and duties as required.
Culture, Values & Behaviours	<ul style="list-style-type: none"> • Display an open & approachable work style, contribute to a positive, optimistic and enthusiastic work culture • Acknowledge and respect a workplace culture that enables diversity, fair and inclusive practices • Represent EGW Values & Behaviours including Proudly United, Truly Authentic, Passionately Innovative and Openly Accountable

Health, Safety & Environment	<ul style="list-style-type: none"> • Apply and demonstrate EGW Health, Safety and Environment policies, procedures and safe systems of work as directed • Contribute to a safe working culture and acting responsibly for the safety of self and others
Records Management	<ul style="list-style-type: none"> • Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at EGW in the Corporations Record Management system. • Conduct all customer and employee queries in a sensitive and confidential manner, ensuring the privacy of East Gippsland Water employees and customers

SKILLS, QUALIFICATION & EXPERIENCE

SPECIALIST SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • Expertise in the use of MS Office programs, in particular a high level of expertise in Word. • Demonstrated ability in the use of business systems and tools including computer-based systems and applications. • There will be an occasional need for working outside regular working hours. • Strong written and oral communication skills, including interpersonal and negotiation skills. • Excellent organisation, planning and time management skills • Good conceptual and analytical ability. • Well-developed personal/facilitation skills and an ability to work effectively at all organisational levels. 	<ul style="list-style-type: none"> • Knowledge and/or experience in understanding and interpreting a range of legislative documents, especially the Water Act, Privacy and other related legislation.

INTERPERSONAL SKILLS

Required:	Desirable:
<ul style="list-style-type: none"> • The ability to listen and communicate effectively and build positive relationships at all levels, including Chairperson, Board members, Executive Management Team, staff and general public. • Well-developed verbal, written and presentation skills • Acts with integrity and trust and ensures that others are aware of and understand 	<ul style="list-style-type: none"> • Positive, proactive attitude to ensure key deliverables are met.

<p>the legislation and policy framework within which they operate.</p> <ul style="list-style-type: none"> • The ability to prepare external correspondence, write reports and summarise documents. • Capability to build good relationships with fellow staff and be able to resolve problems. 	
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QUALIFICATIONS

Required:	Desirable:
<ul style="list-style-type: none"> • Demonstrated ability and senior experience in providing high-level confidential executive support • Previous high-level experience working in an equivalent executive support role, with experience in government setting highly desired • Mandatory trainings throughout course of employment 	<ul style="list-style-type: none"> • Current driver's licence.

EXPERIENCE

Required:	Desirable:
<ul style="list-style-type: none"> • Previous experience in a relevant administrative or executive support role. • Capacity and capability to provide confidential support at General Management level • Excellent typing and computer skills. • Experience in dealing with the public and high-profile individuals. 	<ul style="list-style-type: none"> • Local Government/Water industry experience

KEY SELECTION CRITERIA

1. Qualifications and/or significant experience in Business Administration, or other relevant qualification.
2. Strong commitment to upholding confidentiality, discretion and professionalism.
3. Significant experience working in an office environment with a variety of office technology.
4. Highly effective time management skills to ensure high quality outcomes and the ability to prioritise.
5. Excellent interpersonal skills combined with well-developed verbal, written and presentation skills ensuring the ability to work effectively with people at all organisational levels, in and outside of East Gippsland Water.
6. A positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.

ADDITIONAL REQUIREMENTS

Employees must be capable of fulfilling the requirements of the position with regard to the inherent activities/hazards and be able to meet any control measures provided in the interests of health and safety. However, reasonable adjustments will be made for persons with disabilities, impairments or cultural considerations unless to do so would impose an unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

EGW is committed to an embedding and supporting a culture of inclusion through living our organisational Values and Behaviours, and through the principles identified in the Code of Conduct. EGW also respects an Enterprise Agreement made between the Corporation and its Employees.

All employees are required to uphold East Gippsland Water Code of Conduct and Values and Behaviours at all times. All East Gippsland Water employees are Victorian Public Sector employees and are also required to comply with the VPSC Code of Conduct.

For more information about our career opportunities and our current vacancies, please visit [Careers at East Gippsland Water | East Gippsland Water \(egwater.vic.gov.au\)](https://egwater.vic.gov.au/careers).