



<b>Position Title:</b>	Executive Assistant
<b>Classification:</b>	APS5
<b>Job Reference Numbers:</b>	XXX
<b>Branch/Group:</b>	Finance & Business Services and Strategy
<b>Location:</b>	Sydney
<b>Reports to:</b>	Chief Financial Officer and General Manager – Strategy
<b>Clearance Required:</b>	Police Check (Contractor)

## About the branch

The Executive Assistant (EA) will support two of ARENA's Executive, the Chief Financial Officer and the General Manager of Strategy.

The **Finance & Business Services team** (F&BS) is responsible for the key elements of ARENA's resource management framework. This encompasses strategies, policies and procedures that are integral to sound financial management and timely, relevant and reliable financial reporting to meet external requirements and support planning, monitoring and decision-making in ARENA. The size of the F&BS team is 12 people.

The role of the **Strategy team** is to help ARENA maximise its impact through making collaborative, fact-based, medium to long-term choices, sharing these decisions with relevant internal and external stakeholders, co-developing robust approaches to deliver on these choices, and finally supporting the actual delivery. The size of the Strategy team is 7 people.

## About the position

This role will provide the full range of executive and administrative support services for the two executives. As this is a new role, it will include establishing customised processes and practices with each executive and identifying opportunities for increasing efficiency. The role will require someone with a high degree of initiative, proactivity and ability to operate effectively in a high-pressure environment. The ability to work autonomously, demonstrate flexibility and sound judgement are also key capabilities to perform successfully in this role.

Due to the confidential and complex nature of the work undertaken by the executives, it is imperative that you have an ability to work in an environment which requires tact and discretion.

You will, as required:

- Provide efficient, effective, proactive and confidential executive support, including the coordination and distribution of relevant information and executive communications.
- Initiate, develop and maintain effective administrative processes to ensure the smooth day-to-day operations, including records management, travel arrangements and relevant IT systems.
- Maintain the Executives' calendars and emails, including managing a high level of email correspondence and organising meetings.
- Manage travel arrangements, including making and amending bookings.
- Monitor, examine, distribute and track all correspondence directed to the Executives and maintain appropriate record keeping (using SharePoint).



- Research, prepare, coordinate and distribute information for meetings, take minutes and follow-up on action items.
- Liaise with various internal and external stakeholders, including team members, contracted service providers, other senior executives, board members, and other ARENA workers.
- Work collaboratively with other EAs, Executive Officers and Office Managers to help streamline administrative processes across the business and assist with ARENA-wide events, projects and initiatives.

## About you

- You will bring demonstrated experience and ability in:
- Providing high-level administrative support services (experience as an Executive Assistant will be highly regarded).
- Prioritising, planning and organising workflows to meet potentially competing deadlines and with high attention to detail.
- Clear interpersonal and communication skills, including proactively raising problems for resolution
- Liaising with a diverse range of people using tact, discretion and confidentiality.
- Maintaining strong relationships with a network of contacts, such as other EAs, Executive Officers, Office Managers and corporate teams.
- Working in a team environment with limited supervision.
- Computing skills, including the use of Microsoft Office applications.
- Being flexible and having a willingness to learn.

As an ARENA worker you have a duty under the Work Health and Safety Act 2011 (Cth) (WHS Act) to take reasonable care for your own health and safety while at work, including that your acts or omissions do not adversely affect the health and safety of others, comply with any reasonable instruction given by the PCBU, and cooperate with any reasonable policy or procedures relating to WHS.

We are seeking candidates who are committed to working in harmony with our organisational values.

## ARENA values

At ARENA, we are proud to embody a set of core values that shape our identity and drive our achievements. They are:

- **Impact Driven** – We make a significant positive impact on Australia’s energy sector, economy, environment and society. We take a bold, innovative approach to give us the best chance of achieving our goals.
- **Stakeholder-Focused** – We deliver excellent service. Our approach is marked by responsiveness, clarity and flexibility.
- **Collaborative** – We collaborate across teams and with our partners to achieve goals.



- **Accountable** – We are accountable to each other and, in following our processes, to the Minister, the Parliament and the Australian public. We work transparently to ensure public funds are spent in a responsible and efficient manner.
- **Respectful of People** – We support and respect each other. We cultivate a diverse team to access the best talent, broaden our thinking and foster a culture of innovation.

Personifying these values is essential because they not only define our organisational culture but also serve as the compass guiding our actions, enabling us to foster innovation, build meaningful relationships, and consistently deliver impactful results to our stakeholders.

## About us

The Australian Renewable Energy Agency (ARENA) is a Corporate Commonwealth Entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Climate Change and Energy, the Hon. Chris Bowen MP.

## Why us

At ARENA, we are committed to providing an inclusive culture so our employees can bring their whole selves to work and have a sense of belonging.

You do not need to be an expert in renewable energy or energy markets, but a keen interest in advancing an ambitious energy and climate agenda will be helpful.

In addition to the above:

- we offer generous flexible working arrangements,
- we encourage learning and development,
- you will have front row tickets to leading edge technology in the sector,
- work in an impactful and evolving environment, and
- be part of a team that collaborates and makes a difference.

We encourage applications from diverse backgrounds and experiences. We strongly believe that diversity of experience, perspectives, and background lead to a better environment for our workers and better outcomes for Australia.