



<b>Position Title:</b>	Executive Assistant, People and Culture
<b>Classification:</b>	APS5
<b>Job Reference Numbers:</b>	XXX
<b>Branch/Group:</b>	People and Culture
<b>Location:</b>	Melbourne (preferred), Canberra, Sydney, other locations including remote will be considered
<b>Reports to:</b>	General Manager – People & Culture
<b>Clearance Required:</b>	Police Check (Contractor)

## About the team

The People and Culture (P&C) team provides operational and strategic human resource programs and activities that support the achievement of ARENA's business objectives and the management of its workforce. The team has an ambitious and challenging program of work to deliver in areas including remuneration structures and policies, WHS, recruitment, learning and development, engagement, culture and performance management. Our team role-models high standards of behaviour in all our interactions and demonstrates leadership in pursuing impact.

## About the position

This role will provide the full range of executive, business and administrative support services for General Manager, People and Culture and the P&C branch. This will include establishing customised processes and practices and identifying opportunities for increasing efficiency. The role will require someone with a high degree of initiative with the ability to operate well in a high-pressure environment. The ability to work autonomously, demonstrate flexibility and sound judgement is a key capability to performing successfully in this role.

Due to the confidential and complex nature of the work undertaken by the General Manager (GM), it is imperative that the Executive Assistant has an ability to work in an environment which requires tact and discretion.

You will:

- Provide efficient, effective and confidential executive support including the coordination and dissemination of relevant information and executive communications.
- Maintain the GM calendars and emails, including managing a high level of email traffic and organising meetings and appointments.
- Manage travel arrangements including making and amending bookings as required.
- Examine, track, disseminate and monitor all correspondence and maintain appropriate record keeping (using SharePoint).
- Research, prepare, coordinate and disseminate information for meetings and diary appointments, including taking minutes as required.
- Liaise with various internal and external stakeholders including team members, contracted service providers, other senior executives, board members, and other ARENA workers.
- Develop, initiate and maintain effective administrative processes to ensure the smooth operation of the office including records management, procurement administration, financial administration, travel arrangements and relevant IT systems.
- Support the branch with administration related to invoicing, procurement, and meetings as required.



## About you

You will bring:

- Demonstrated experience providing high level administrative support services. Experience as an Executive Assistant will be highly regarded.
- Demonstrated ability to prioritise, plan and organise workflow in order to meet deadlines
- Strong interpersonal and communication skills, including the ability to proactively raise problems for resolution and liaise with a diverse range of people using tact, discretion and confidentiality.
- Ability to maintain excellent relationships with a network of contacts such as other EAs, Executive Officers, office managers and corporate teams.
- Excellent organisational skills and the ability to manage a variety of tasks at any given time, with a strong focus on attention to detail.
- Demonstrated ability to work in a team environment with limited supervision and demonstrate flexibility and willingness to learn.
- Ability to gain sound general knowledge of the role and functions of ARENA and an understanding of how these relate to your work, especially as it pertains to GM's priorities.
- Demonstrated ability to act with discretion and maintain appropriate confidentiality in relation to potentially sensitive material.
- Well-developed computing skills including the ability to use Microsoft Office applications and ability to learn finance, travel and management software applications as it pertains to the role

*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 spend 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.



**Australian Government**  
**Australian Renewable  
Energy Agency**

# ARENA

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.