

## Position Description

<b>Role</b>	Senior Executive Administration Manager
<b>Division</b>	Corporate Services
<b>Reports to</b>	EGM Operations (with day-to-day direction from the CEO and ESA)

## About the Super Members Council

The Super Members Council (SMC) is a strong voice for more than 11 million Australians who have over \$1.5 trillion in retirement savings managed by profit-to-member superannuation funds. Our purpose is to protect and advance their interests throughout their lives, advocating on their behalf to ensure superannuation policy is stable, effective, and equitable. We produce rigorous research and analysis and work with Parliamentarians and policy makers across the full breadth of Parliament.

## Role Purpose

This is a 6-month contract role and could be based in either Canberra or Melbourne, commencing from mid-January 2025.

The Senior Executive Administration Manager provides high-level administrative and logistical support to the SMC CEO, the Executive Strategic Adviser (ESA) and Executive General Managers (EGM). This role requires exceptional organisation skills, attention to detail and the ability to handle sensitive and confidential information with discretion.

This individual must demonstrate strong leadership and collaboration abilities, exhibit professionalism at all times and have had similar experience working with C-Suite level executives within a dynamic organisation and external stakeholder network.

## Role Responsibilities

**CEO Support:** Providing administrative support to the CEO including scheduling meetings, managing calendars, email and travel itineraries. Work closely with the ESA to ensure the CEO's effectiveness and smooth operation of the Office of the CEO (OCEO).

**Parliamentary Engagement:** Assist with the coordination and organisation of the CEO's Parliamentary engagement schedule.

**Governance:** Work closely with the Company Secretary to ensure CEO's oversight of SMC Board and Committee commitments and engagement with the Chair and Directors.

**Communication Management:** Handle internal and external communications on behalf of the CEO, ESA and EGMs as required.

**Meeting Coordination & Preparation:** Organise and facilitate internal and external meetings, including assistance in the preparation of material as required.

**Project/Event Management:** Oversee and assist with the coordination of projects and management of stakeholder event logistics as required.

**Compliance:** Maintain comprehensive and accurate records of corporate documents, records and expenses for the CEO.

## Role Competencies

- Extensive administrative and project management experience at a senior level
- Strong time management skills, with the ability to plan, prioritise and follow-up
- Excellent stakeholder relationship skills with a proven ability and confidence to initiate, maintain and manage complex relationships with a range of internal and external stakeholders
- Demonstrated ability to work under pressure, manage multiple conflicting priorities and meet specified deadlines
- Strong analytical skills to address and resolve issues in a calm and efficient manner
- Make informed decisions that align with SMC's objectives
- Ability to adapt to changing business environments and priorities
- The ability to show initiative and work independently
- Knowledge of the not-for-profit superannuation sector and key stakeholders