

Position Description

Role	Executive Assistant & Events Manager
Division	Advocacy & Policy Teams
Reports to	Deputy CEO Executive General Manager, Policy Reform & Regulation Executive General Manager, Advocacy

About the Super Members Council

The Super Members Council (SMC) is the collective voice for more than 12 million Australians who have close to \$2 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 varied, high-trust role for an experienced administration professional who enjoys operating at the centre of a busy organisation. Combining executive support with end-to-end event management, the role works closely with two senior executives while bringing SMC's events to life for members, stakeholders and industry leaders.

The Executive Assistant and Events Manager provides high-level executive support to the Deputy CEO | Executive General Manager, Policy Reform and Regulation, and the Executive General Manager, Advocacy. The role also coordinates the planning and delivery of SMC events for representatives of SMC member funds, stakeholders and industry leaders.

The indicative allocation is 70% executive support, including priorities and work-program coordination, and 30% event management. This balance may vary around major events and will be reviewed with both Executives as part of regular workload planning.

The successful candidate will bring experience supporting C-suite executives in a dynamic organisation and working with a diverse external stakeholder network. Highly organised, they will exercise sound judgement, communicate confidently, build strong working relationships and collaborate effectively while remaining composed as priorities change.

Role Responsibilities

Key Accountabilities	Key Responsibilities
Executive Administration	• Manage the complex, fast-changing calendars and high-volume inboxes of both Executive General Managers, anticipating conflicts and prioritising commitments in line with their agreed priorities. • Attend key internal strategic meetings working with Executives to set the agenda, capture actions and follow up with internal stakeholders. • Assist in formatting and proof-reading documents as required. • Arrange extensive travel of the Executive General Managers and their teams. • Manage SMC attendance/representation at external events and forums.

	• Organise and facilitate internal and external meetings, including assistance in the preparation of material as required. • Manage and maintain effective filing systems. • Maintain accurate and up-to-date stakeholder information in the Monday.com database • Respond to calls and correspondence as required. • Coordinate expense claims and supporting internal governance documentation for the two Executives, ensuring records are complete and submitted for approval.
Priorities and Work Program	• Coordinate weekly team check-in to review priorities, commitments, deadlines and workload. • Maintain agreed work programs in Monday.com, tracking actions, owners, due dates and progress. • Follow up outstanding commitments and flag delivery risks or competing demands early.
Event Management	• Lead events from planning through delivery and evaluation, partnering with the Head of Research & Government Relations on SMC's annual Super Summit and wider events program. • Manage within event budget allocation and approval, planning, programs, speakers, venues, suppliers, registrations, communications, signage and onsite operations. • Coordinate event audiovisual and technology needs with venues and service providers. • Coordinate AV and technology requirements for events, working with venues and providers.

Success in this role will be demonstrated through proactive and reliable executive support, well-coordinated schedules and meetings, an up-to-date work program with clear priorities and timely follow-up, and events delivered on time and within approved budgets. Stakeholders will receive a professional, responsive experience, and emerging issues will be identified and escalated early to support delivery.

Role Competencies (qualifications, skills and experience)

- Demonstrated experience tracking work programs or projects, including actions, deadlines, dependencies and progress, using Monday.com or a comparable system
- Experience handling confidential and sensitive material with discretion and sound judgement.
- Experience managing event budgets and suppliers, including monitoring expenditure and coordinating delivery within agreed scope and approval requirements.
- Demonstrated ability to coordinate all audiovisual (AV) requirements for events and webinars. Operate equipment and troubleshoot technical issues, working with venues and service providers to ensure smooth delivery.
- Excellent stakeholder relationship skills, with the confidence and judgement to initiate, maintain and manage complex relationships with senior internal and external stakeholders.

- Demonstrated ability to manage competing executive and event commitments under pressure, identify deadline conflicts early and agree practical changes to priorities or timeframes with the relevant Executives.
- Intermediate to advanced capability across the Microsoft Office suite, with the confidence to learn and use event, project and stakeholder management systems.
- Strong time management skills, with the ability to plan, prioritise and follow-up
- Strong analytical skills to address and resolve issues in a calm and efficient manner
- Sound judgement in managing executive commitments and event delivery, with the ability to act within agreed authority and recognise when competing priorities, sensitive matters or budget changes require escalation.
- Knowledge of the profit-to-member superannuation sector and its key stakeholders, or the ability to quickly build this knowledge.