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briefing document

organisation: CareSuper

position: Executive Assistant

location: Melbourne

date: January 2019

the organisation

fund objective:

To be widely recognised as a leading fund that delivers superior outcomes for professionally minded, aspirational people who value quality. We care for our members by protecting and enhancing their futures and creating a personal connection. The Fund's key success factors are:

- Demonstrating superior quality and outcomes
- Building member and employer affinity
- Growth in funds under management

The Fund aims to maximise members' benefits through sustainable investment strategies, offering investment strategies to meet members' needs, maintaining low fees and by offering competitive insurance and ancillary products to complement superannuation savings in order to achieve better retirement outcomes.

The main functions of the Trustee office are to support the CareSuper Board, to develop and implement strategy, manage relationships with service providers as well as develop and direct strategies and processes for marketing, business development, customer experience, compliance, risk management and general administration of the Fund's offices and non-financial assets. CareSuper maintains offices in Melbourne, Sydney, Canberra and Brisbane.

CareSuper values:

SPIRIT is the backbone of CareSuper. It is what CareSuper, its employees, management and Board stand for. It defines what they do and how they behave. The staff jointly devised and defined the values as follows:

- Service
- Professionalism
- Integrity
- Relationships
- Innovation
- Teamwork

CareSuper is committed to delivering superior service and developing long-term relationships with its members and employers. They draw on their experience, integrity, teamwork and innovative approach to business when working with stakeholders to achieve common goals.

department objective:

To lead the organisation to achieve goals and deliver outcomes for CareSuper members by developing and prioritising strategic initiatives, interpreting the environment and providing context and direction to the organisation. The Office of the CEO supports the CareSuper Board and oversees the implementation of the Fund's strategy, business plan and budget.

Further information can be found at: www.caresuper.com.au

the position

- position:** Executive Assistant
- reports to:** CEO | Executive Assistant to CEO
- reports:** Nil
- internal customers:**
- CEO and executive group
 - All staff
 - Board members
 - EA to CEO and Board
- external customers:**
- Service providers
 - Industry contacts
 - Organisations of which Directors and CEO are members

role objective:

This role has the responsibility of supporting the executive group and Board in its operations, achievement of strategic goals and delivery of the business plan. The position requires highly developed communication skills and high-level support and critical thinking skills in order to manage multiple priorities in a fast paced, deadline driven, detail oriented work environment.

specific duties and responsibilities:

executive assistance:

- Provide executive assistance to other Executive Managers including coordinating meetings and administrative support
- Support management of CEO Office:
 - Email management
 - Diary coordination
- Arrange meetings, functions, strategy days for the Executive team and Board
- Preparation of reports, minutes, correspondence etc.
- Take minutes at meetings when required
- Liaise with staff, service providers and other contacts on behalf of the CEO and Executive group
- Assist with other projects when and if required by the CEO, Board and/or Executive Managers

board:

- Assist with compilation of Board and Committee papers – source reports for uploading to Diligent Board Books in a timely manner
- Maintain records of Board papers and minutes
- Manage diary entries for Board and committee meetings
- Manage Directors' Resource Centre - upload documents as required ensuring currency of policies etc and maintain appropriate configuration

- Provide assistance to Board members
- Maintain the seal register
- Provide assistance to the Company Secretary for minutes and other reports and requirements
- Ensure accurate and timely filing of documentation, along with periodic archiving
- Assist with record keeping for various registers

other:

- Coordinate payment and coding of invoices where required
- Assist with expense reconciliations for the CEO and Board
- Assist with preparation of the annual operating budget for the Office of the CEO and Directors
- Liaise with the Office Coordinator to organise travel and accommodation for Board members ensuring cost effectiveness and flexibility

the person

skills and attributes:

- Minimum of five years' experience, ideally within a professional services environments, supporting an executive team
- Professionalism
- Be a self-starter, work proactively
- Displays teamwork
- Excellent written and verbal communication skills, good command of English
- Confidentiality
- Accuracy
- Portray CareSuper image