

Position Detail	
Position Title: Personal Assistant & Group Co-ordinator	Position Reports to: Group Manager, Farm Profit & Capability
Business Unit: Farm Profit and Capability	Sub-unit: Farm Profit and Capability
Number of Direct reports: 0	Number of Indirect reports: 0

Group Purpose
The purpose of the Farm Profit & Capability (Farm) Group is to enhance the profitability and productivity of Australia's dairy farmers through investing in programs which increase on-farm efficiency, learning opportunities, build capability and decision-making ability and foster resource use efficiency.
Position Purpose
This role is responsible for providing administrative and secretarial support to the Group Manager, support for other Managers within the Farm team, as well as assisting all Farm team members (approximately 25 people) with functions such as travel booking and event co-ordination.

Main Accountabilities
<p>Executive support to the Group Manager of Farm</p> <ul style="list-style-type: none"> • Providing administrative and secretarial support to the Group Manager. • Actively managing and maintaining the diary of the Group Manager and organising travel and other related arrangements. • Forward planning and scheduling meetings and appointments. • Preparing and editing correspondence, reports, and presentations. • Filing, preparation, collation and distribution of supportive documentation, notes and correspondence. • Prioritising and ensuring that reports, business papers and correspondence are dealt with efficiently and promptly. • Screening telephone calls and receiving and directing visitors. • Advising the Group Manager of matters requiring attention, with associated deadlines, and preparing relevant documentation. • Working with the Manager, Operations (Farm) to deal with matters requiring attention or referring them to the appropriate person in the absence of the Group Manager. • Proactively providing supporting information and other material that may be needed. • Arranging and coordinating meetings and events and providing administrative and clerical support to meetings as required.

Support to the Manager - Operations (Farm), Manager - Learning & Development, Manager, Regional Operations and Manager, Technical and Innovation Manager and their prospective teams members, including regional employees

- Providing administrative and other support to the 4 Senior Farm Managers.
- Forward planning and scheduling meetings and appointments, and organising travel and other related arrangements.
- Provide travel and accommodation bookings
- Support event co-ordination internal and external to Dairy Australia

Support to Dairy Australia Administrative team

- Working closely with other Personal Assistants to prioritise business and information needs.
- Participation in reception relief roster, as required.
- Support other Personal Assistants as required, including leave cover.
- Providing feedback, suggestion and implementation for process improvement as the need arises

The incumbent can be expected to be allocated duties not specifically outlined within their Position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Specific Position Requirements

Experience/Knowledge/Abilities

Experience

- Analytical and problem-solving skills with a proactive approach in determining the Groups administration requirements;
- Extensive administration experience, particularly in preparing and formatting of business documents, such as letter, presentations and reports;
- Strong attention to detail;
- Highly effective interpersonal and oral communication skills for dealing with a diverse range of people;
- Ability to work with minimum supervision;
- Good project and time management skills to meet deadlines;
- Capacity, flexibility and a willingness to work on different and multiple activities;
- High level written communication skills
- High motivation and commitment to excellence.
- 3 + years in a similar role and or a business administration degree

Key Working Relationships	
Internal	External
<ul style="list-style-type: none"> Group Manager Senior FARM Manager Other Farm Profit & Capabilities group members Other Dairy Australia Executive Assistants 	<ul style="list-style-type: none"> External organisations that engage with the Group Manager External Stakeholders such as Farmers Travel agents
Key Role Challenges	
<ul style="list-style-type: none"> Ensure clear simple, procedures are in place and a good communication strategy Gaining the confidence to push back and prioritise Ability to operate in a flexible and changing environment 	

Behavioural Competencies	
Strategic Perspective with a high level of Conceptual Thinking	Emphasizes the broader, longer term and more holistic vision and values of the Dairy Australia as a means of guiding decisions and actions, including the ability to think in terms of abstract ideas.
Interpersonal Skills including Influencing and Relationship Building	Ability to build, develop and maintain key relationships with relevant industry professionals, coupled with the ability to persuade, convince or influence others. With a strong ability to get along well with a variety of personalities and individuals
Written and Verbal Communication in addition to active listening	Ability to convey information verbally and in writing to foster, encourage and facilitate open communication. Including a strong ability to actively attend to, convey, and understand the comments and questions of others.
Sharing of Expertise and encouraging sharing and development	Brings both the motivation to expand and use one's knowledge, and the willingness to share this knowledge with others. Actively spreads new knowledge and technical expertise. With a proven ability to develop a particular skill in others to bring them up to a predetermined standard of work performance
Strategic Management in addition to a Technical Aptitude	Evaluating data to gain business insight, with the ability to analyse multiple processes and systems simultaneously. Including a ability to comprehend complex technical topics and specialised information whilst
Accountability within Judgment & Decision Making	Takes personal responsibility for conduct and the quality and timeliness of work. Makes timely, informed decisions using judgment and taking into account the facts, goals, constraints, and risks.

Analytical Thinking and Commercial Acumen	Synthesizes complex or diverse information; Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures to solve problems and create opportunities.
Resilience and Interpersonal skills	Is composed, calm, confident and focuses on solving conflict, not blaming; Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and tries new things.

Flexible Working Opportunities available for this role: (this assessment is based on factors such as the type of activities the role performed, systems required to be used to perform the role etc. Discussions with manager are required to validate before flex working commences)

Remote Working

Early start/early finish

Part-time

Job-share