

EXECUTIVE ASSISTANT TO CEO

Office of the CEO

Objectives

- Provide executive support to the CEO.
- Ensure the CEO is well-prepared and informed on key matters by managing their diary, correspondence, reporting and engagement planning.
- Build and maintain effective relationships to enhance the CEO's success, while balancing stakeholder needs and negotiating timelines to achieve outcomes.

Role Specific Accountabilities

Provide efficient and effective executive assistance to the Marinus Link CEO

- Planning, collecting and disseminating information in a timely and accurate manner on behalf of the CEO on matters relating to the project's activities, ensuring the highest levels of confidentiality and probity.
- Providing timely, effective diary management by prioritising and organising meetings with internal and external stakeholders in consultation with the CEO.
- Monitoring, reviewing and recording all incoming correspondence and e-mails, screening of incoming calls, responding where appropriate, redirecting to appropriate officers for action and following up on the preparation of responses, alerting the CEO to those matters that require attention/action.
- Ensuring all outgoing correspondence, reports, submissions and briefings conform to MLPL presentation, style, format and content protocols.

Support and assist with MLPL Board activities

- Manage and oversee administrative support and timely information to ensure the smooth operation of the MLPL Board.
- Organise ministerial briefings and meetings with industry stakeholders in conjunction with Executive Officer.

Effective management and coordination of Executive Meetings and Forums

- Coordinating the submission of key documents to the CEO to ensure all relevant information is provided prior to meetings.
- Helping plan and coordinate Executive Management business strategies, meetings and workshops.
- Active participation in executive meetings and forums.
- Coordination with Principal Advisor and Executive Officer on actions that need to be addressed from executive meetings and forums.

Manage the coordination of Office of the CEO and Executive Support

- Leading and mentoring Executive Assistant team.

Marinus Link Behaviours



We are inclusive, open and honest and encourage genuine, effective sharing of relevant knowledge and ideas.



We clarify expectations, deliver commitments on time, renegotiate early and work to a 'no surprises' principle.



We understand who our customers and stakeholders are. We respect and consider their needs and perspectives.



We value diversity of thought and expertise; we ask for help when we need it and identify and provide support where it's needed.



Look in - look after yourself; Look up - check your physical safety; Look out - for your team.

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LINK

- Continually improve existing work processes/procedures to ensure ongoing efficiency in administration support activities including identifying cost efficiencies.
- Supporting an effective working environment for a team of employees and contracted resources, including many in hybrid working arrangements, including mentoring the Executive Assistants (EAs) for the ML Executive Managers.
- Use good judgement and discretion to handle important or sensitive issues, helping the organisation stay strong and respond smoothly to crises when needed.
- *Any other duty or task as reasonably and lawfully directed by Marinus Link.*

To be successful in this role

- Demonstrate our Core Capabilities and Marinus Link behaviours, which are central to all positions at Marinus Link.
- Qualification in business management or equivalent extensive experience and competence in an executive assistant role.
- Extensive experience in providing high levels of executive-level support to senior leaders and Board members.
- Relevant utilities and/or large infrastructure project experience, skills and knowledge will be considered advantageous, but not essential.
- Intermediate to advanced proficiency in Microsoft Office Suite and project management applications.
- Demonstrates professionalism, discretion and integrity when handling sensitive matters.
- Strong stakeholder management skills including the ability to influence.
- Exceptional customer service skills and a positive and proactive mindset.
- Strong written and verbal communication skills, including editing and report writing experience.
- Strong ability to prioritise tasks, manage competing deadlines and deliver high-quality outputs.
- Ability to work autonomously, manage priorities and meet deadlines.
- An understanding of Corporate Governance frameworks.
- Experience working on projects where there is significant stakeholder scrutiny and rigorous governance requirements.
- Personal attributes that enable agility, nimble learning, infectious urgency, flexibility and innovation.
- A commitment to building, promoting and supporting workplace health, safety and wellbeing.
- Demonstrated ability to successfully manage change in a complex, diverse and challenging environment, with a willingness to challenge the status quo and explore new ways of working.
- Able to demonstrate the capacity to perform the inherent requirements of the role.

**This role requires occasional travel and the flexibility to respond to urgent requests outside standard work hours.*

Reports to: Chief Executive Officer
Direct reports: 2

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Core Capabilities

Instills trust

Gaining the confidence and trust of others through honesty integrity and authenticity.

Customer focus

Building strong customer relationships and delivering customer-centric solutions.

Collaborates

Building partnerships and working collaboratively to meet shared objectives. Living true diversity and inclusion and being an effective team member.

Ensures accountability

Holding self and others accountable to meet commitments.

Nimble learning

Actively learning through experimentation when tackling new problems, using both success and failures as learning fodder.

Communicates effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

Being resilient

Rebounding from setbacks and adversity when facing difficult situations.