Executive Assistant

Mutitjulu Community Aboriginal Corporation (MCAC) is the representative body for the Anangu residents of Mutitjulu. It is recognized in the lease which establishes Uluru Kata-Tjuta National Park (UKTNP) and has a special place in the history of land rights in Australia. Mutitjulu has a population of up to 400 and has unique opportunities and challenges due to its location within UKTNP.

Our Purpose

To invest in successful and sustainable ventures and the delivery of social services to build the community's economy, keep culture strong and enable a thriving Mutitjulu.

Our vision

To create a better future for the Mutijtulu Community

Our values

We operate according to Tjukurpa and embed lore, traditions, and practices in everything we do.

- *Waltjanka Atumankupai (Trust)*

We are open and honest in our dealings with one another, our members, and stakeholders to build trust, friendship, and collaboration.

- *Wangkapakulinpai (Self-reliance)*

We commit to building individual and collective resilience and encourage our members to manage their own affairs on their own land.

- *Waltjaringupai (Responsible)*

We take responsibility for the success of our organization and are accountable to Mutitjulu through good governance and decision-making.

- *Wangkapai Kulinpai (Communication)*

We are the voice of Mutitjulu and will actively advocate on behalf of our people and our future. We will listen to our community and provide accessible information

The Executive Assistant is a key role that supports MCAC. Your primary place of employment will be the MCAC's office in Mutitjulu. You will support management by overseeing communications and taking the lead in the administrative expectations and tasks to ensure effective organisational flow for all office / executive operations. This role will also contribute to creating an efficient, organised, clean, healthy office atmosphere. Your responsibilities in this position will include assisting in the administration and management of the Corporation and its controlled entities. You will be responsible for a managing, supporting and guiding a range of administrative and operational support functions. You will provide high level management of the of the MCAC office, and executive level support to the CEO and General Manager with a strong emphasis on effective communication with internal and external stakeholders.

Award

Clerks - Private Sector Award 2020 [MA000002]

Performance Indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	Office management.	Assists in monitoring the effectiveness of all office management functions and works to establish new initiatives. Ensures that office is not compromised by poor office procedures.	6 months
2	General Administrative support.	Assists in arranging social events for office, finds and books venues, entertainment, guests catering etc. Organises and acts according to communication framework, staff meetings, management meetings, strategy meetings, staff training days.	6 months
3	Communication skills.	Communicates ideas on complex and sensitive issues clearly in writing, selecting language, tone and format to suit target recipients. Speaks in a clear succinct manner and tailor's language to suit target audience. Achieves agreement in ways which enable achievement of common goals and retention of goodwill.	6 months
4	Interpersonal skills.	Builds rapport with a wide range of interest groups, with differing agendas and values, while developing and maintaining good working relationships for the longer term. Builds and maintains a strong network of internal and external contacts which will facilitate achieving objectives and getting things done. Demonstrates a high level of awareness of cultural issues. Recognises and accommodates cultural differences to put others at ease in business and social interactions.	6 months
5	Minutes and circulation.	Prepare minutes of meetings and follow up key stakeholders on behalf of management to ensure initiatives are actioned. Prepare communication to all key stakeholders to inform them of outcomes.	6 months
6	Stakeholder & Community Engagement	Positive feedback from key stakeholders (Board, Managers, Community Leaders) on EA's communication and responsiveness.	12 months
7	Project & Reporting Support	Government program and grant reporting tasks supported/delivered on time.	12 months
8	Other Duties	Perform all other duties as directed by CEO and General Manager as required to a high standard.	12 months

Roles and responsibilities

Executive Assistant – Mutitjulu Business Centre

Administrative and Office Management

- Office Operations - oversee day-to-day administration, ensuring smooth functioning of office systems and managing of Admin and Facilitator staff.
- Record-keeping & Filing - maintain organised digital records including governance and compliance documentation.
- Policy & Procedure Support - Help to update and distribute internal policies ensuring compliance.

Venue Hire Bookings

- Manage all bookings for Board Room, Rec Hall and other assets with the help of admin staff, ensuring there are no clashes.

Meeting & Event Coordination

- Board & Leadership Meetings: Schedule, prepare agendas, take and distribute minutes, and follow up on actions.
- Team & Service Provider Meetings: Coordinate regular staff and service provider meetings, prepare materials and track deliverables.
- Event Planning: Organise community events, workshops and conferences.

Executive Support

- Diary & Calendar Management: Coordinate and manage CEO and General Manager schedules, prioritising urgent and strategic meetings.
- Travel Management: Book flights, accommodation, transport and prepare detailed itineraries for CEO, General Manager and Board of Directors.
- Email & Communication Management: Screen, prioritise, and draft responses to emails, flag urgent matters with CEO, General Manager and Board of Directors.
- Document Preparations: Draft letters, reports, presentations, and board papers, proofread for accuracy and clarity.
- Confidential Correspondence: Handle highly sensitive and confidential information with discretion.
- Driving: Provide transport support including driving to and from Yulara, the Cultural Centre, or around Community for executive support duties.
- Organising signatures for all documents from the CEO and Directors.

Stakeholder & Relationship Management

- Point of Contact: Serve as the first point of contact for Community Members, Staff, Managers and External Stakeholders.
- Professional Representation: Represent CEO/GM in correspondence and meetings when necessary.
- Relationship Building: Foster and maintain positive and professional relationships with key partners, managers, staff members, agencies and all stakeholders.

Project & Task Support

- Research & Briefing: Prepare background research and briefing papers for CEO/GM.
- Project Coordination: Track deadlines, budgets, and deliverables, ensuring timely completion.
- Problem-Solving: Proactively identify issues and propose solutions to free up executive time.

Strategic & Operational Support

- Reporting: Assist with compiling KPI reports, performance reports and management summaries.
- Follow-up and Accountability: Track implementation of decisions made by CEO/GM.
- Assist with reports for all government funded programs and grants.
- IT & Technology: Assist with all IT and technological enquiries for the Mutitjulu Business Centre and be the main point of contact for IT issues.
- Complaints: Help with all complaints that come in and escalate to the appropriate department or manager if necessary.
- Website & Media: Management of website, social media and other advertisements.
- Support all Business under MCAC: Ininti Store, Ininti Cafe, Walkatjara Arts, School Holiday programs, CSP Programs, Municipal Program, Mala Community Rangers, Community Liaison Officer and other grant projects.

HR Management Responsibilities

- Recruitment Coordination: Advertise roles, schedule interviews, prepare interview packs and manage candidate communication.
- Onboarding and Offboarding: Prepare employment contracts, set up inductions, coordinate IT/Desk Setup and process exits.
- HR Record-Keeping: Maintain confidential employee files, qualifications, training records and compliance documentation.
- Payroll Support: Liaise with MLCS Corporate Payroll Officers, Accountants and Senior Business advisors to track and finalise timesheets/leave requests and ensure data accuracy.
- Policy Implementation: Support rollout of HR policies.
- Staff Communication: Distribute staff updates, notices and HR related announcements.
- Training and Development: Track staff training requirements and arrange sessions as needed.
- Performance Management Support: Help coordinate performance reviews, probation meetings and documentation.
- Wellbeing & EAP Promotion: Act as a point of contact for staff wellbeing initiatives, including Employee Assistance Program (EAP) awareness.

Previous experience

Essential Criteria

Experience in Administration & Office Management:

- Proven experience in executive or senior administrative support roles.
- Strong organisational skills and ability to manage multiple priorities.

Cultural Awareness & Respect:

- Understanding and respect for Anangu cultural beliefs and practices.
- Ability to work in a culturally safe and inclusive way with Aboriginal people.
- Previous work experience in remote communities is preferred.

Communication Skills:

- Strong verbal and written communication skills.

- Ability to draft professional documents, reports, and correspondence.

IT & Technology Skills:

- Competency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to troubleshoot basic IT issues and liaise with tech providers.

Event & Meeting Coordination:

- Experience organising meetings, preparing agendas, taking minutes, and following up actions.
- Ability to manage venue bookings and community events.

Discretion & Confidentiality:

- Demonstrated ability to handle sensitive information with integrity.

Stakeholder Engagement:

- Experience liaising with a wide range of stakeholders including community members, service providers, and government agencies.

HR & Staff Support Skills:

- Experience with recruitment processes, onboarding, and maintaining staff records.

Problem Solving & Initiative:

- Ability to identify issues and proactively propose solutions.

Driver's Licence:

- Current unrestricted driver's licence, with willingness to drive between Yulara, the Cultural Centre, and around Community as required.

Desirable Criteria

Knowledge of Government Funding & Grants:

- Understanding of reporting requirements for funded programs.

Financial/Procurement Knowledge:

- Familiarity with purchase orders, budget tracking, or payroll processes.

Digital Media & Communications:

- Experience in managing websites, social media, and community communications.

Community Engagement Experience:

- Involvement in planning or delivering community events, workshops, or programs.

Training & Development Coordination:

- Ability to support staff training, professional development, and wellbeing initiatives.

Basic Bookkeeping/Accounts Support:

- Exposure to financial systems or supporting accounts assistants.

First Aid Certificate:

- Current or willingness to obtain.

Language Skills:

- Knowledge of Pitjantjatjara or Yankunytjatjara language would be highly valued.

Flexibility & Adaptability:

- Ability to adapt to changing community priorities and resource limitations.

Education

- Cert 4 in business administration or equivalent years experience

Mandatory documents

- Copy of current Drivers Licence
- National Police Check Clearance
- Working with Children's or Vulnerable People Check Clearance

Checklists

- **Onboarding Checklist:** Default Onboard Checklist
- **Offboarding Checklist:** Default Offboard Checklist