



Position Description Executive Assistant

Reporting to:	Chief Executive Officer
Direct reports:	Nil
Location:	SmartSat Head Office, North Terrace, Adelaide
Contract period:	Ending 30 June 2026
Remuneration:	\$71,000 + superannuation

The SmartSat CRC

The SmartSat CRC is a consortium of universities and other research organisations, partnered with industry that has been funded by the Australian Government under the CRC program to develop know-how and technologies in advanced telecommunications & IoT connectivity, intelligent satellite systems and next generation earth observation sensors & analytics.

The impact of this research will be to develop intellectual property and specialist industry ready expertise that will spawn new businesses, create export economic value and generate new high-tech jobs for all Australians.

Our Vision

To be recognised as the leading contributor in transforming Australia's space innovation ecosystem for our future prosperity.

Our Mission

To conduct translational research which creates game-changing technologies and generating know-how that will make our industries more competitive and future-proof the jobs of all Australians

Our Values

Our values will guide how we behave and the culture that we will build in the SmartSat CRC.

- **Excellence & Impact-** We will strive for excellence and impact in our research;
- **Innovation & Agility-** We strive to innovate in all of our activities, adapt to market changes and respond rapidly to our stakeholders' requirements in a productive and cost-effective way without compromising quality and impact;
- **Collaboration-** We recognise that through collaboration we can achieve better outcomes for SmartSat and through intense collaboration can deliver more for Australia than our partners could do alone;
- **Integrity-** We are committed to the highest standard of openness, transparent accountability and ethical behaviour in all that we do; and
- **Diversity & Inclusion-** We celebrate diversity and acknowledge differences in gender, generations, geography & culture.

POSITION BROAD PURPOSE

The SmartSat Executive Assistant (EA) provides administrative and project support to the CEO and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. It includes ensuring the efficient and confidential management of the CEO's schedule, preparing & editing draft documents and information and data gathering.

The position provides executive support to committees and working groups chaired by the CEO and develops effective communication and working relationships with relevant staff at all levels of the organisation. The position is also responsible for liaising with external partner organisations and contacts to inform and support the work of the CEO to deliver high quality service outcomes.

The Executive Assistant ensures the CEO is prepared and informed on relevant matters in a timely manner. This includes researching, preparing and ensuring responses to telephone calls, emails and enquiries are responded to within specified timeframes and proactively managing the CEO's diary. In providing this support the position exercises a high degree of communication competence, initiative, discretion and confidentiality.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports to the Chief Executive Officer and will work closely with:

- SmartSat Executive;
- SmartSat Committees & Advisory Groups;
- SmartSat Participants; and
- External Stakeholders.

PROFESSIONAL COMPETENCIES AND ATTRIBUTES

- **Business acumen**
 - A thorough understanding of business drivers, and an overall big picture understanding.
 - Demonstrates a thorough knowledge of wider business and economic issues.
 - Demonstrates a high level of awareness of organisational issues in own area or speciality.
- **Analytical thinking**
 - Highly developed analytical thinking based on best practices, sound judgement and experience.
 - Demonstrated problem solving and analytical skills with an ability to understand issues at both a broad strategic level and a strong attention to detail at an operational level
- **Political awareness**
 - An understanding of internal structures and an ability to influence others.
- **Interpersonal skills**
 - Excellent written and verbal communication skills.
 - Communicates with impact, using appropriate communication techniques.
 - Ability to communicate effectively at all levels of an organisation.
 - Effectively networks across the organisation and industry sectors.
- **Diversity & Inclusion**
 - An understanding and commitment to Diversity and Inclusion.
- **Values**
 - Demonstrated commitment to SmartSat's values as outlined in this document.

RESPONSIBILITIES

- **Diary & Email Management**
 - Receive, acknowledge and process all invitations for the CEO;
 - Coordinate meetings with SmartSat Staff and stakeholders and provide scheduling advice;
 - Manage incoming calls, emails and correspondence, proactively determining significance and managing distribution;
 - Manage the CEO's email inbox including filtering, actioning, filing and archiving emails as appropriate and respond to emails on the advice of the CEO;

- **Office Management/Meeting & Event Support**
 - Arrange meeting room bookings for SmartSat staff and greet guests on arrive at Lot Fourteen;
 - Order catering for meetings/events;
 - Preparation for meetings (briefing materials, gifts, collateral);
 - General office management (i.e stationery, kitchen and merchandise orders)
- **Ensure confidential, effective and efficient executive support to the CEO**
 - Act as the primary contact point for SmartSat partners and stakeholders;
 - Alert the CEO/Executive to matters requiring immediate attention, and manage issues in the CEO's absence;
 - Ensure the smooth running of the office of the CEO by addressing issues promptly;
 - Manage confidential and sensitive emails and documentation with appropriate discretion;
 - Prepare and format reports and documents for internal and external use, often within short time frames;
 - Prepare PowerPoint presentations for the CEO;
 - Provide executive support to committees and working groups Chaired by the CEO (excluding the SmartSat Executive Committee). This includes the preparation of agenda papers, minutes, correspondence and undertaking any follow up action after meetings;
 - Provide administrative and logistical support to the CEO for interstate and overseas travel and conferences/events;
 - Utilise judgement and initiative to independently identify, assess, analyse and report on matters coming into or emanating from the CEO, demonstrating a sound understanding of the CEO's business and broader operating environment;
 - Implement systems and practices that promote high level forward planning to ensure the CEO has the appropriate background documentation, reports and associated information for meetings and appointments.
- **Stakeholder Management**
 - Develop effective communication and working relationships with relevant staff at all levels of the organisation to deliver high quality service outcomes;
 - Identify and meet internal and external customer needs by providing quality and timely responses to queries, liaising with internal staff and the partner network;
 - Maintain regular communication with staff members and partners to ensure all stakeholders are well informed of SmartSat activities and updates;
 - Maintain the SmartSat Partner Relationship Management system.
- **Support key R&D activities of the CEO**
 - Contribute to presentations, papers and reports, by undertaking research, information and data gathering, data analysis, drafting and editing;
 - Keep abreast of current initiatives and activities across the organisation and more broadly, national priorities and developments in the space sector, such as media articles, government reports and funding schemes related to the space ecosystems;
 - Support the CEO's participation in events including workshops, seminars, conferences, expos and networking functions;
 - Identify and support the development and implementation of strategic initiatives that improve the delivery and efficiency of work from the CEO to SmartSat stakeholders.
- **Other duties**
 - Occasional interstate and local travel may be required; and
 - A flexible approach to work is expected as some out-of-hours work will be required.

SELECTION CRITERIA

Essential

1. A relevant tertiary qualification or equivalent combination of qualifications;
2. Minimum five years' experience as an EA (or similar executive administrative role) in a corporate environment or equivalent government role;
3. Demonstrated ability to develop and maintain relationships with internal and external stakeholders that enable collaborative partnerships both within and external to the organisation;
4. Demonstrated ability to prioritise tasks and work under pressure to meet deadlines with minimal supervision;
5. Ability to undertake research, analyse data and prepare summary recommendations for reports or responses to enquiries on behalf of the CEO;
6. Highly developed verbal, written and interpersonal skills across all levels of an organisation; and
7. Demonstrated commitment to diversity and inclusion principles; and
8. Australian Residency.

PERSONAL ATTRIBUTES

1. Understands, interprets and responds clearly to others;
2. Ability to work independently, cooperatively and effectively in a team environment with tact, diplomacy and ability to interact with and motivate others;
3. Ability to develop relationships based on honesty, integrity and trust;
4. High level interpersonal skills and customer relationship building skills;
5. Commitment to excellence, innovation and continuous improvement, demonstrating a commitment to ongoing learning and development;
6. Ability to communicate with stakeholders at all levels;
7. Demonstrates flexibility in approach to work and workloads;
8. Maintains high work standards, minimising errors, monitoring results and acting on problems;
9. Continually strives to improve efficiency and effectiveness; and
10. Aligns behaviour with SmartSat's needs, priorities and value