



## A04 Executive Coordinator

### **About the opportunity**

Western Cape College is currently seeking applications for a highly motivated, professional, and confidential Executive Coordinator to work closely with the College Executive to assist in meeting the strategic and operational requirements of the College. The coordinator will also offer high level administration support to the College Principal and Manager College Services.

The successful applicant will be a confident and motivated self-starter ensuring smooth operations with the ability to anticipate needs before they arise. Your ability to build and maintain strong relationships with key stakeholders across the College, Communities, and Department is crucial to your success

### **About the Role**

Reporting to the Manager College Services, in addition to the key duties outlined in the generic role description, your key tasks will include (but are not limited to):-

- Coordinate and maintain effective organisational systems and processes including managing the information flow within the College Executive and College Leaders.
- Develop, maintain, and monitor databases, systems, and processes to enhance the organisation effectiveness of the College
- Coordinate the flow, preparation and development of high-level documents/requests, submissions, reports, and correspondence for the College Executive.
- Coordinate and monitor the progress of strategic and operational priorities, Executive meeting agendas and actions, ensuring timeframes are adhered to whilst maintaining a high level of accuracy in line with established priorities, and follow up action.
- Coordinate and manage the workload priorities and commitments of the College Principal and Manager College Services

### **About you:**

Aside from being a highly organised team player, this position requires a candidate who can demonstrate: -

- Proven ability and experience in managing and prioritising the commitments and associated activities for Executive level staff, including the ability to initiate, determine and follow up work within mandated and tight timeframes.
- Proven ability to utilise a high degree of initiative, decision making and negotiation skills and reliably and independently operate with minimal guidance and direction.
- Demonstrated high level interpersonal and written communication skills that reflect the ability to liaise with other government and non-government agencies, organisations, and members of the public.

### **Why join us?**

- Access to 11 weeks of paid school holiday leave
- Fortnightly locality allowance
- Remote leave and travel benefit payable (after 12 months) for employee & dependants
- WCC Employee Wellbeing Program.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The successful applicant must also pass a Criminal History Check. A non-smoking policy is effective in Queensland Government buildings and office.

**Enquiries regarding this position should be directed via email to Michele Elms, [melms2@eq.edu.au](mailto:melms2@eq.edu.au)**

Applicants are to submit a brief resume; contact details for 1 referee (should be your current or most recent supervisor); and a maximum 2-page written response outlining your suitability for the role referring to the suitability assessment criteria outlined within the context of the role described above. The provision of examples within your response that demonstrate your suitability are also encouraged.

**Applications close midday Wednesday 20 November and should be submitted by email only to: [melms2@eq.edu.au](mailto:melms2@eq.edu.au)**