

POSITION DESCRIPTION

POSITION TITLE:	Executive Officer and Board Secretary
POSITION NUMBER:	5947
DIVISION / SECTION:	Executive
SUPERVISOR:	Director 1001
CLASSIFICATION LEVEL:	PAT Level 8
SALARY RANGE:	\$114,014 - \$124,170 per annum
STATUS (FTE):	1.0
LOCATION:	Darwin
DIRECT REPORTS:	1
INDIRECT REPORTS:	0
SPECIAL PROVISIONS:	NIL

ABOUT MENZIES:

Menzies is a national leader in research and education and works to improve health outcomes for Aboriginal and Torres Strait Islander people and populations across our region. As a leader in global and tropical research into life-threatening illnesses, Menzies continues to translate its research knowledge through genuine and effective partnerships with communities across Australia and the Asia-Pacific region.

SUMMARY OF POSITION:

The Executive Officer and Board Secretary is based in Darwin. The position will lead activities and provide high level advice and support to the Director and members of the Senior Executive Team. The Executive Officer and Board Secretary will supervise the Executive Support Officer and provide secretariat support to the Menzies Board.

A core function of the role is to support the implementation of strategic and operational priorities of Menzies. The role will ensure institutional priorities are progressed in a visible, inclusive, and efficient manner, requiring excellent communication, project management and engagement skills.

PRIMARY RESPONSIBILITIES:

The following responsibilities are not exhaustive and may include others as directed by the Supervisor:

1. Provide high level support to the Director and members of the Senior Executive Team on strategic matters including drafting discussion papers, funding submissions, coordinating responses to institutional enquiries, writing reports and other correspondence as required.
2. Drive the implementation of Menzies' Strategic Plan, including progress reporting and reviews.

3. Provide high-level support and/or lead various strategic and operational initiatives as appropriate and as directed by the Director or members of the Senior Executive Team. Such initiatives may involve coordination of multiple internal stakeholders and/or liaison with external partners.
4. Provide supervision, mentoring and professional development for the Executive Support Officer.
5. Perform the role of Secretary to the Board with responsibility for administration activities related to Board meetings including agenda, board paper, minute taking, and Action Item responsibility.
6. Coordinate and attend various in-house meetings on behalf of the Director or Senior Executive Team.
7. Manage all operational aspects of the 5 yearly Quinquennial Review, including implementation of changes post-review.
8. Understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation, along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.
9. Carry out any other tasks as reasonably required by the Director, members of the Senior Executive Team or Board Chair.

SELECTION CRITERIA:

Essential:

1. A tertiary qualification in a relevant discipline, or extensive experience and management expertise with a strong understanding of corporate governance.
2. Demonstrated ability to research and gather information resourcefully and use advanced analytical skills to identify and develop innovative approaches and strategies to complex problems in a changing environment.
3. Exceptional written and verbal communication skills, including experience writing briefing papers and reports, preparing presentation materials and implementing communication strategies.
4. Demonstrated initiative and capacity to achieve results with minimal supervision.
5. Proven ability to build and maintain positive relationships and collaborative partnerships with internal and external stakeholders.
6. High level document management and computer literacy skills, with proficiency across the Microsoft suite and other contemporary platforms and technology, including online conferencing and intranet.
7. Proven project management skills and demonstrated ability to meet deadlines, be highly organised, work under pressure and effectively prioritise workloads.
8. Experience leading small teams.

Desirable:

1. Knowledge and understanding of the health and/or research environment in the Northern Territory.

COMMITMENT TO ABORIGINAL AND TORRES STRAIT ISLANDER WORKFORCE:

Menzies is committed to providing a culturally inclusive and supportive work environment, and ensuring our workforce is representative of the people with and for whom we work. We seek to amplify Aboriginal and Torres Strait Islander voices in all aspects of our work, and we strongly encourage Aboriginal and Torres Strait Islander peoples to apply for this position.

APPROVED BY: Menzies Human Resources
DATE: 12 February 2026

<u>PAT 8</u>		
PACKAGE COMPONENT	Minimum Value PAT 8/1 (\$)	Maximum Value PAT 8/4 (\$)
Gross Salary (position advertised as Professional Administrative and Technical Staff Level 8)	114,014	124,170
Superannuation (14% superannuation contribution depends on employee contributing 3% of pre tax salary)	15,962	17,384
Salary Packaging Grossed Up (Based on utilising the full \$15,900 salary packaging component plus the \$2,650 Meal Entertainment Card.)	8,469	8,469
Leave Loading (Payable on the last pay before Christmas (first year will be a pro rata payment)	1,724	1,724
Total Salary Package	140,169	151,747