

Position Description

POSITION DETAILS	
Position Title: Executive Assistant	Department / Team: Program Delivery Executive
Reports to (Title): Program Director	Number of Direct Reports: 0
Location: Brisbane	Salary Banding: AO6

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossrивerrail.qld.gov.au

OUR VALUES & BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits in to the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review

ROLE OVERVIEW

The Program Delivery Executive Assistant plays a critical role in supporting two senior executive positions at the CRRDA, the Program Director and the Director, Project Controls by efficiently managing their scheduling, communication, and task prioritisation. This position requires frequent interaction with senior management and executive stakeholders, both internally and externally, and demands exceptional organisational and interpersonal skills. The role is pivotal in ensuring that deadlines are met, priorities are clear, and decisions are made with the appropriate context and input. The ideal candidate will quickly grasp the CRRDA's organisational goals and the Program Director and Director's priorities to ensure effective and timely execution of tasks.

This position requires the ability to manage complex schedules, navigate shifting priorities, and provide administrative support, including meeting coordination, reporting, and governance. The Program Delivery Executive Assistant will report directly to the Program Director and Director, Project Controls.

KEY RESPONSIBILITIES

In this role, the Program Delivery Executive Assistant will:

- Provide comprehensive support to the Program Director and Director, Project Controls (Director) in managing their daily tasks, ensuring smooth and efficient operations.
- Oversee and prioritise the Program Director and Director's calendar, including scheduling meetings, appointments, events, and travel.
- Collaborate with the Delivery Authority Executive Office, Project Support Officers (PSOs), and other executive support teams to ensure seamless planning, preparation, and information sharing for critical meetings.
- Manage the Program Director and Director's email inbox, identifying and flagging urgent items for action while supporting effective communication.
- Assist in the preparation, review, and distribution of written materials, including briefing notes, policies, procedures, letters, and project documentation.
- Provide secretarial and administrative support for meetings on behalf of the Program Director and Director, including scheduling, distributing agenda materials, creating PowerPoint presentations, taking minutes, and maintaining action registers.
- Establish and maintain organised systems for tracking records, processes, and information relevant to the Program Director and Program Delivery Executive team.
- Serve as the liaison between the Program Director and Director and internal/external stakeholders, ensuring professional and diplomatic communication.
- Ensure the timely flow of information between the Program Delivery team, PSOs, and the Program Director.
- Maintain confidentiality and manage sensitive information with discretion.
- File correspondence and documents in accordance with CRRDA's document management policies and systems (e.g., TRIM).
- Create, track, and update registers and action items, ensuring stakeholders are informed of upcoming deadlines and requirements.
- Review incoming correspondence and briefing notes, assess action requirements, and present them to the Program Director.
- Provide general administrative support to the broader Program Delivery Executive team as requested.
- Assist in coordinating events and workshops on behalf of the Program Director and Director.
- Conduct research on specific topics as needed and provide well-informed summaries and recommendations to the Program Director and Director.

KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Extensive 10+ years of Executive Assistant experience in a complex, fast-paced organisational environment, with the ability to quickly understand organisational objectives, stakeholders, policies, and processes and apply them effectively.
- Proven ability to manage and prioritise a dynamic executive calendar, including handling shifting deadlines, approvals, and urgent tasks, all while maintaining flexibility and agility in a fast-changing environment.
- Strong capability to build and nurture collaborative, professional relationships with internal and external stakeholders at all levels, especially senior executives, with an ability to influence decisions and negotiate commitments to achieve desired outcomes.
- Exceptional written and verbal communication skills, capable of representing the Program Delivery executives with professionalism and clarity in all correspondence.
- Highly proactive in anticipating needs, solving problems, and recommending solutions to the Program Delivery executives to keep initiatives on track.