



Position Description: Executive Assistant

REPORTS TO

Chief Executive Officer, Fight Food Waste Ltd
Chief Operating Officer, Stop Food Waste Australia

BACKGROUND

Fight Food Waste Ltd (FFWL) has a vision of an Australia without food waste. Currently lost or wasted food in Australia adds up to 7.6 million tonnes each year, which could fill the Melbourne Cricket Ground ten times. The financial losses are estimated at over \$36 billion annually. Food waste rotting in landfill is a leading cause of climate change; one that can be readily addressed. Through the United Nations Sustainable Development Goals, the world is now committed to halving food waste by 2030. This is your chance to be part of history in assisting Australia's lead agency in the fight against food waste to achieve this audacious goal.

FFWL is a nonprofit organisation that operates two divisions, the Fight Food Waste Cooperative Research Centre (FFWCRC), which is supported by the Federal Department of Industry, Science, Energy and Resources CRC Program and 60 participants, and Stop Food Waste Australia (SFWA), which is supported by the Federal Department of Agriculture, Water and the Environment and 20 partner organisations. The organisations head office is in Adelaide, with offices in Brisbane, Sydney, Canberra and Melbourne.

We are a values-led organisation that is focussed on:

- Purpose - making a difference, for good
- Integrity - doing what is right
- Collaboration - working together for better outcomes
- Performance - creating meaningful impact

We offer a flexible working environment within a small professional team, a modern office setting 15 min south of the city with free parking, plus salary sacrificing arrangements.

PRIMARY ROLE

The Executive Assistant position reports directly to the FFWL CEO, Dr Steven Lapidge, who is based in Adelaide, and the COO of SFWA, Mark Barthel, who is based in Brisbane. The position has no direct staff reports.

The Executive Assistant will adeptly manage email traffic, calendars, meeting requests, workshop and event organisation, internal communications and travel arrangements of the CEO and COO to assist in workload delegation and manage. This will require morning briefings and daily task lists, meeting preparations, the preparation of general and confidential correspondence, and the assistance with Board and committee papers. Minor intra and interstate travel will be required.

The ideal candidate is highly self-motivated, incredibly professional, and capable of managing multiple work streams and prioritising tasks in a fast-paced corporate environment.

A remuneration package around \$80,000 (including 10% superannuation) is available for this position, which will be based at the University of Adelaide Waite Campus, Urrbrae, Adelaide.



The successful applicant will be offered a 5-year performance-based contract with the possibility of extension until June 30, 2028.

RELATIONSHIPS

Internal	External
CEO, FFWL	FFWCRC Participants
COO, SFWA	SFWA Partners, Signatories and Participants
Members of the FFWL management team	Stakeholders
Chair and Board	General public
CRC employees, professional staff and scientists	

QUALIFICATION AND EXPERIENCE

- Five plus years of experience in an Executive Assistant position reporting to a C-suite position in a recognised firm.
- A diploma level qualification or higher in a relevant field, or equivalent experience.
- Sound computer and IT skills and advanced proficiency with Microsoft Office 365, Adobe Professional, video conferencing and information management systems.

KEY ACCOUNTABILITIES

- Provide executive assistance to CEO and COO with email, diary and meeting management and travel arrangements in compliance with established systems and procedures.
- Be the first point of contact for the CEO and COO and prioritise task completion and delivery of KPI's and operational plans.
- Draft reports, emails, letters, and other documents as required for CEO and COO.
- Coordinate proactive regular 1:1 meetings with direct reports, participants/partners/signatories and key stakeholders.
- Maintain filing and information retrieval systems in line with company procedures.
- Assist with preparation of onsite and offsite meetings.
- Help organising FFWL workshops, events and functions as required.
- Develop and sustain a high level of professionalism.
- Uphold a strict level of confidentiality.
- Other duties as requested.

CANDIDATE SPECIFICATION

The Executive Assistant will meet the following requirements:

- Demonstrated ability to work with limited direction, show initiative, prioritise tasks, and operate both independently and as a member of a small team.
- Possess a reliable, organised, adaptable and flexible approach to work.
- Ability to interact effectively, confidentially and diplomatically with a wide variety of stakeholders.
- Proficiency in collaboration and delegation of duties.
- Strong organisational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Exceptional interpersonal skills including a friendly and professional demeanour.
- Demonstrated highly developed oral and written communication skills.
- Advanced proficiency in Microsoft Office applications, Adobe Professional, video conferencing and information management systems, such as CRM's, Zoom and Webex.
- Demonstrated understanding of, and commitment to, equity and workplace health and safety principles.
- A willingness to commit to the organisation's values and behaviours.