

## JOB DESCRIPTION

Position Title	Senior Executive Assistant and Administration Coordinator		
Position Number	35035	Location	Darwin
Designation	Band 3 Administration and Corporate		
Reports To (Position Title)	Chief Executive Officer and Chief Financial Officer - Office of the CEO		
Northern Territory Government			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv. For further information for applicants and example applications see: <a href="#">Click Here</a>		
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the <a href="#">OCPE website</a> .		
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: <a href="#">Click Here</a>		
Organisational Context			
Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business. Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are <b>Focus, Integrity, Respect, Safety and Teamwork (FIRST)</b> . We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.			
Employee Responsibilities			
You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:			
Focus	<ul style="list-style-type: none"><li>• Demonstrates an awareness of the vision and objectives of the Corporation.</li><li>• Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business.</li><li>• Tracks own performance in line with objectives on a regular basis.</li><li>• Actively participates in performance reviews and feedback processes.</li><li>• Remain self-disciplined and calm under pressure.</li></ul>		
Integrity	<ul style="list-style-type: none"><li>• Demonstrate the organisation's values.</li><li>• Conduct business in line with the values and high ethical standards – considers values in business interactions.</li><li>• Ensures compliance with legal, governance and policy requirements.</li><li>• Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.</li></ul>		
Respect	<ul style="list-style-type: none"><li>• Takes accountability and responsibility for own actions.</li><li>• Readily shares knowledge and expertise with others.</li><li>• Actively supports the team and organisational goals.</li><li>• Treats change and new situations as opportunities for learning and growth.</li></ul>		
Safety	<ul style="list-style-type: none"><li>• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace.</li><li>• Develops personal safety objectives.</li><li>• Challenges unsafe behaviours from team mates.</li><li>• Monitors and takes ownership of own safety performance.</li></ul>		
Teamwork	<ul style="list-style-type: none"><li>• Helps teammates feel valued and included in discussions.</li><li>• Places higher priority on team than individual goals.</li><li>• Shares important or relevant information with team or other affected stakeholders in a timely manner.</li><li>• Speaks positively of teammates and other employees.</li><li>• Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.</li></ul>		

Role Responsibilities	
<p>This role provides executive level administration, coordination and Secretariat support services on a day-to-day basis to the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and to the Chairman and Board as required, to assist with the effective and efficient delivery of Territory Generation's Operations and all administration roles, including Secretariat.</p> <p>Accountabilities include:</p> <ol style="list-style-type: none"> <li>1. Provide effective communication, and direct/fulfil requests for advice or correspondence from/to the CEO, CFO and other executives in a professional and timely manner.</li> <li>2. Communicate directly with staff to follow up on action items, coordinate future arrangements and advise of the priorities of the CEO and CFO.</li> <li>3. Provide Secretariat coordination and support services for the corporation including regular minister/s meetings with the CEO and Chairman, ministerial liaison, Cabinet submissions, reports and ministerial/external correspondence, including advice and assistance with Legislative Assembly protocols, procedures and timelines and Estimate Hearing preparations.</li> <li>4. Screen telephone calls and handle general inquiries directed to the business regarding the various functions of Territory Generation.</li> <li>5. Maintain accurate and updated corporate information using the electronic diary, mail and computer databases, and initiate follow-up action to ensure that deadlines are met.</li> <li>6. Provide secretarial services to the CEO, CFO and senior management, including meetings and conferences, travel arrangements, meeting pack compilation, diary management, meeting minutes and filing.</li> <li>7. Draft routine correspondence, undertake research for specific information, research and compile special reports of a confidential nature and liaise with internal/external clients.</li> <li>8. Provide coordination, advice and mentoring to administration assistants and Secretariat regarding executive and administrative services and corporate processes and procedures</li> <li>9. Work cohesively with Secretariat to ensure the efficient allocation of workloads across the cycle of Board, Board sub-committees, Executive Leadership Team and Project Governance Committee meetings.</li> <li>10. Review draft outgoing correspondence to ensure correct grammar, the format conforms to organisation templates and the content is clear, accurate and address the issues or requests.</li> <li>11. Requirement to backfill the Secretariat and Corporate Communications Officer roles when incumbent is absent.</li> <li>12. Support the Corporate Communications Officer to undertake their duties in times of high workload.</li> <li>13. Assist CEO with annual Office of the CEO budget preparation and other financial requirements.</li> <li>14. Carry out duties in accordance with Territory Generation's safety, environmental and quality policy, safety principles, corporate values and strategies.</li> </ol>	
Selection Criteria	
Essential	
<ol style="list-style-type: none"> <li>1. Proven diplomacy, sensitivity, discretion and confidentiality of a high order.</li> <li>2. Pleasant, tactful and approachable manner when dealing with external visitors, senior staff, key government officials and other stakeholders and the ability to interact effectively with people from culturally diverse backgrounds.</li> <li>3. Demonstrated initiative and judgement, highly self-motivated and reliable, and willing to work flexible hours.</li> <li>4. Effective time management and organisational skills, attention to detail, ability to think laterally, ability to take decisive action, and the ability to work calmly under pressure and achieve work deadlines in an environment of competing demands and priorities.</li> <li>5. Proven computer literacy skills, and extensive experience with various computer applications.</li> <li>6. Broad and deep knowledge and understanding of office protocols in a corporate business work environment and demonstrated administrative and secretarial experience at an executive level.</li> </ol>	
Desirable	
<ol style="list-style-type: none"> <li>1. Tertiary qualifications or adequate experience in Secretariat and/or communications/media role/s</li> </ol>	
FURTHER INFORMATION	
The preferred candidate is required to undertake a pre-employment medical and employment is conditional on the outcome.	
Approved August 2025	Chief Executive Officer
Apply online: <a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=326082">https://jobs.nt.gov.au/Home/JobDetails?rtfid=326082</a>	Closing Date: 09/09/2025