

Position Description



Powering a
Bright Future

EA & Team Leader Business Support Ops

Operations

Operations Admin

Objectives

- Provide high level executive assistance to the Executive Operations and provide assistance to senior leaders within the Business Unit as required.
- Management of competing priorities for self and the Executive Operations
- Balancing the needs of multiple stakeholders including the negotiation of timelines for deliverables to ensure their expectations are met
- Maintaining effective relationships with senior leaders and external stakeholders
- Maintain a strong focus on communication and translating strategy into actions for your team

Role Specific Accountabilities

- Providing efficient and effective executive assistance to the Executive Operations
- Collecting and disseminating information in a timely and accurate manner on behalf of the Executive Operations, on matters relating to the Business Units activities ensuring the highest levels of confidentiality and probity
- Monitoring, reviewing and recording all incoming correspondence and e-mails, responding where appropriate, redirecting to appropriate officers for action and following up on the preparation of responses, alerting the Executive Operations to those matters that require attention/ action.
- Coordinating and assisting in the preparation of Board reports and other activities
- Ensure all outgoing correspondence, reports, submissions and briefings conform to TasNetworks presentation, style, format and content protocols.
- Providing timely, effective diary management by prioritising and organising meetings with internal and external stakeholders in consultation with the Executive Operations.
- Coordinating the submission of key documents to the Executive Operations to ensure all relevant information is provided prior to appointments and meetings.
- Coordinating and providing support for Business Unit leadership meetings and workshops
- Coordinating Board and Senior Management visits within the Operations group
- Acting as the first point of contact with external stakeholders and screen all incoming calls to the Executive Operations; redirecting to appropriate officer for attention.
- Monitor budgets for the Executive Operations
- Any other duty or task as reasonably and lawfully directed by TasNetworks

TasNetworks and **you.**

To be successful in this role

- Diploma in business management or equivalent competence in an Executive administrative environment
- Experience in providing business support to senior management
- Experience in leading, managing and motivating a team
- Strong stakeholder management skills including the ability to influence
- Experience in continuous improvement to existing work processes/procedures
- Exceptional customer service skills and a positive and proactive mindset
- Strong written and oral communication skills and proven editing and report writing experience
- Ability to work autonomously, manage priorities and meet deadlines
- Demonstrated competence in the use of relevant Software applications (Word, PowerPoint, Outlook and Excel)
- Knowledge of or experience within Field Operations and Service Delivery

Reports to:

Executive Operations

Direct reports:

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Approved:

July 2025

Our behaviours **be curious** **be brave** own it

