

# Position Description



Powering a  
Bright Future

## Executive Assistant to Project Director

NWTD Project

Project Director

### Objectives

- Provide high level executive assistance and quality organisational support and advice to enable the Project Director to deliver the North West Transmission Development (NWTD) project strategic agenda, exercising judgement and discretion, particularly when dealing with confidential and sensitive information
- Provide high level executive support and be a valued partner to the Project Director
- Act in a professional and customer focused way when dealing with shareholders, customers and stakeholders and balance the needs of multiple stakeholders including the negotiation of timelines for deliverables
- Provide high level executive support and guide interaction between the ELT and the Board. Be a valued partner to the Board.
- Lead the Business Support function and ensure a consistent centralised approach, excellent customer service and efficiency
- Contract management and administering of company travel and contractors in cooperation with supply chain

### Role Specific Accountabilities

- Provide efficient and effective assistance and guidance to the project director
- Provide support to the broader Executive team in weekly meetings, circulating actions, decisions and high level messages
- Assist the Company Secretary in managing the monthly Board paper process to meet Board and CEO expectations
- Accompany the Project Director on business visits, with a focus on building effective working relationships statewide as needed
- Participate in monthly TasNetworks Business Support sessions
- Provide administrative support and timely information and support to Directors, to ensure the smooth operation of the Board
- Manage the workflow and performance of business administration tasks through the Business Support Officers
- Organise and ensure effective management, delivery and follow up on actions of NWTD Project team meetings and leadership meetings
- Payment of invoices against contracts and purchasing card processing for NWTD project expenses
- Control the public profile of Project Director and influence interaction between key government stakeholders and the CEO
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

TasNetworks and **you.**

## To be successful in this role

- Extensive experience in providing high levels of executive support to senior leaders and Board members.
- Proven high level ability to appropriately manage sensitive and confidential information.
- Demonstrated focus on delivering a high level of customer service.
- Results orientated with a mindset for continuous improvement.
- Ability to prepare and review documentation for submission and presentation (internally and externally).
- Demonstrated record of managing conflicting priorities and achieving outcomes under pressure.
- Able to independently make sound decisions and exercise judgement in an environment of ambiguity and change.
- Strong verbal and written communication skills with the ability to communicate professionally, respectfully and effectively with internal and external stakeholders. Proven editing and report writing skills.
- Ability to plan, schedule and manage own time to deliver outcomes in line with business needs.
- Demonstrated interpersonal skills, including an ability to listen to and understand complex and varied requirements
- Competency in the use of office management software including the Microsoft Office suite. Competence in the use of hardware and software (teleconferencing, SAP, Diligent, Microsoft Office and JIRA) to ensure the efficient running of the office
- Sound project management skills including the ability to influence decisions and negotiate deadlines.
- An understanding of Corporate Governance frameworks.
- Tertiary qualifications in a relevant discipline and/ or extensive professional experience in a similar role.

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



## Compliance Requirements

- A satisfactory National Police Record Check to confirm eligibility for the role

Reports to:  
Project Director

Direct reports:  
0-1

Approved:  
January 2026

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