



POSITION DESCRIPTION

Position: Executive Assistant & Board Secretary
Location: Adelaide / Port Augusta
Reports To: Chief Executive Officer
Award/Classification: Social, Community, Home Care and Disability Services Industry Award (SACS)
Employment Status: Permanent Full Time

Kokatha Vision

Kokatha's vision is to improve the lives of Kokatha people. By building a strong economic base, the Kokatha group is providing long term independence for Kokatha people by providing employment, education and enterprises opportunities, career pathways and self-development for current and future generations.

Kokatha People

The Kokatha People are the Traditional Owners of a large area of land in the northern region of South Australia, estimated to extend over 140,000 square kilometres. Traditionally the Kokatha people have been associated with the land that is to the north of Port Augusta, stretching from Lake Torrens in the east to the Gawler Ranges in the West. This includes the land surrounding BHP's Olympic Dam operation near Roxby Downs and the copper-gold project at Carrapateena.

Kokatha Aboriginal Corporation (KAC)

The Kokatha People decided to form the Kokatha Aboriginal Corporation (KAC) in 2014 to be the Prescribed Body Corporate and to become the Registered Native Title Body Corporate for the determined areas pursuant to section 57(2) of the Native Title Act 1993 (Cth) and to hold on trust the native title rights and interests of the Common Law Holders. In 2021 KAC was appointed as the Recognised Aboriginal Representative Body (RARB) for its native title determination area under Part 2B of the Aboriginal Heritage Act 1988 (SA). As per the KAC Rule Book, KAC exists to protect and manage the native title rights, cultural heritage, and interests of the Kokatha people to promote their social, economic and cultural wellbeing.

Primary Purpose of the Position

The Executive Assistant to the CEO & Board Secretary provides high-level executive, administrative and governance support to the Chief Executive Officer, Board of Directors and Board Committees of Kokatha Aboriginal Corporation RNTBC (the Corporation).

The position requires a high degree of professionalism, discretion, organisation and cultural awareness, with the ability to manage competing priorities and handle confidential and sensitive information appropriately.

The position coordinates Board and committee meeting processes, maintains accurate governance records and supports the timely completion of reporting and meeting requirements. The role works closely with the CEO and Board Chair, maintaining confidentiality and impartiality when supporting Board business.

KEY RESPONSIBILITIES

EXECUTIVE SUPPORT TO THE CEO

- Provide comprehensive executive and administrative support to the CEO, including diary management, meeting coordination, travel arrangements and correspondence.
- Coordinate appointments, meetings, briefings and executive activities, ensuring priorities and deadlines are managed effectively.
- Prepare, format and proofread correspondence, reports, presentations, briefing papers, agendas and other executive documents.
- Monitor incoming correspondence and requests, ensuring matters are prioritised, directed appropriately and followed up.
- Maintain confidential executive records, files, calendars and document management systems.
- Coordinate travel, accommodation and logistical arrangements in accordance with the Corporation's approved policies and procedures.
- Assist the CEO to monitor outstanding actions, reporting deadlines, commitments and organisational priorities.
- Liaise professionally with Directors, managers, employees, community representatives, government agencies and external stakeholders on behalf of the CEO.
- Support the coordination of executive meetings, leadership activities, organisational events and stakeholder engagements.

Board Secretariat, Reporting and Action Coordination

- Coordinate the collection and collation of management reports for Board and committee consideration.
- Prepare meeting agendas with the Chair and CEO, issue notices and circulate papers within required timeframes.
- Follow up with managers regarding outstanding reports, supporting documents and actions assigned through approved meeting processes.
- Maintain a central register of Board resolutions, committee decisions and agreed actions, including responsible officers and due dates.
- Monitor progress and provide status updates to the CEO, Board Chair or relevant committee chair as required.
- Assist with tracking matters requiring Board approval, further information, referral or escalation.
- Support the consistent presentation and timely circulation of Board papers using approved templates and document standards.
- Ensure that administrative processes distinguish between matters for Board decision, matters for management action and matters requiring further advice.
- Attend Board and committee meetings, prepare accurate minutes, coordinate their approval and signing, and maintain official meeting records.
- Coordinate administrative arrangements, documentation and minutes for AGMs, other general meetings and Common Law Holder meetings.

- Maintain the governance calendar, Director interests register and Director appointment records and escalate upcoming or overdue requirements.

STAKEHOLDER AND CULTURAL ENGAGEMENT

- Maintain respectful and professional working relationships with Kokatha Directors, Traditional Owners, community members, employees and external stakeholders.
- Demonstrate cultural awareness and respect for Kokatha culture, heritage, community protocols and decision-making processes.
- Coordinate stakeholder communications and meetings in a culturally appropriate manner.
- Maintain appropriate professional boundaries and ensure sensitive community, cultural and governance information is protected.

SELECTION CRITERIA

Essential

1. Demonstrated experience providing high-level executive assistance, senior administrative support or Board secretariat services.
2. Demonstrated ability to coordinate formal meetings, prepare agendas and minutes, maintain action registers and manage confidential records.
3. Highly developed written and verbal communication skills, including the ability to prepare professional correspondence, reports and meeting documentation.
4. Strong organisational skills and the ability to manage competing priorities, strict deadlines and sensitive matters.
5. Proficiency in Microsoft Office applications, including Word, Excel, Outlook and PowerPoint, and electronic document management systems.
6. Strong interpersonal skills and the ability to work effectively with senior executives, Directors, employees and external stakeholders.
7. Demonstrated judgement, initiative, attention to detail and a proactive approach to resolving administrative issues.
8. Ability to work respectfully and effectively within an Aboriginal community-controlled organisation, demonstrating cultural awareness and respect for Aboriginal and Torres Strait Islander peoples.

DESIRABLE

- Experience in a Registered Native Title Body Corporate (RNTBC), Aboriginal corporation, not-for-profit organisation or similarly governed entity.
- Knowledge of the CATSI Act, ORIC requirements and Indigenous corporation governance practices.
- Formal qualifications in business administration, governance, executive assistance or a related discipline.
- Experience supporting Board committees, annual general meetings, Director induction and governance reporting.
- Experience maintaining resolutions registers, registers of interests, governance calendars and statutory records.
- Familiarity with Board management platforms, electronic document management systems and secure information-sharing tools.

LICENCES & CLEARANCES

Current valid driver's licence (essential).

National police clearance and other clearances as required (essential).

