

POSITION DESCRIPTION AND SELECTION CRITERIA

Role Title:	Executive Assistant		
Classification:	\$85,000 to \$90,000 + Super + Salary packaging	Date Approved:	29 January 2026
Reports to:	Executive of Corporate Services & Governance	Unit:	Corporate Services & Governance
Award	Private Clerks Award		

ORGANISATIONAL CONTEXT

Imparja Television is an Aboriginal owned, independent and not for profit commercial television broadcaster.

Based in Alice Springs, Imparja commenced services in 1988. Imparja now operates 28 retransmission sites within the Remote Central and Eastern Australian (RCEA) licence area.

Our broadcast area is over 3.6 million square kilometres. Spanning six states and territories with some 200 remote Indigenous communities within the license area. It is estimated Imparja broadcast daily to more than 1 million viewers.

Our signal and the 14 Aboriginal radio services we provide capacity for are uplinked at the Optus Belrose satellite facility and are available on The Viewer Access Satellite Television service (VAST).

PRIMARY PURPOSE AND FUNCTION OF THE ROLE

The Executive Assistant provides comprehensive administrative and human resources support to Imparja Television's executive team, ensuring efficient corporate operations and executive office functions. This position combines professional HR coordination with high-level executive assistance across recruitment and onboarding administration, employee records management, compliance, WHS and policy implementation, as well as executive support, diary and meeting management, board support, and stakeholder liaison.

Reporting to the Executive of Corporate Services & Governance, this position provides direct support to the Chief Executive Officer, Executive of Corporate Services & Governance, and Executive of Cultural Media & Innovation. The role serves as a key conduit between the executive team, staff and external stakeholders, contributing to Imparja's culturally safe and inclusive workplace.

As an Aboriginal-owned, independent, not-for-profit commercial broadcaster, Imparja relies on effective corporate systems and responsive administrative support to deliver quality programming and services to remote and regional communities across remote Australia.

This position is essential in supporting the modernisation and transformation of Imparja Television in alignment with the 2025-2030 Strategic Plan and will require a level of flexibility and adaptability.

PERFORMANCE INDICATOR	MEASUREMENT
Mission, Vision & Values Alignment	<ul style="list-style-type: none"> • Demonstrates understanding of Imparja's mission, vision and values in daily work activities • Applies organisational values consistently in decision making and problem-solving • Contributes positively to Imparja's cultural objectives through respectful and collaborative interactions • Actively supports Imparja's commitment to Indigenous broadcasting and community connection within the scope of the role • Participates in organisational initiatives that reflect Imparja's values and purpose
Operational Performance	<ul style="list-style-type: none"> • Administration support to executive team is tailored, coordinated, effective and timely • Administrative requests completed within timeframes or escalated appropriately • Recruitment and onboarding processes completed with accurate documentation • Employee records, registers and HR databases maintained with 100% accuracy and privacy compliance • HR and other enquiries (internal and external) responded to in a timely manner • Meeting processes are supported including preparation of meeting papers, agendas and meeting materials and catering • Organise Imparja events, functions, and initiatives as required • Contribute to compliance systems and administration • Contribute to continuous improvement of administrative processes and systems
Teamwork & Collaboration	<ul style="list-style-type: none"> • Works collaboratively across all operational areas in context of role, and broader Imparja goals • Demonstrates flexibility in responding to changing operational priorities • Contributes positively to team problem-solving and continuous improvement • Attends, participates and contributes to team meetings • Attends, participates and contributes to all staff meetings • Communicates effectively with all team members, including demonstrated ability to clarify and question • Seeks guidance appropriately while showing initiative and accountability • Demonstrates the competencies and decision-making capabilities expected at level, and at higher level
Training and Development	<ul style="list-style-type: none"> • Attends and completes identified onboarding (and other identified) training • Continuous improvement initiatives identified and implemented within scope of role • Current knowledge maintained of employment legislation and HR compliance
WHS, Policy & Procedure	<ul style="list-style-type: none"> • Contributes to developing, writing and maintaining corporate procedures to create efficiencies across the organisation • Contributes to maintaining corporate/HR policy and procedures register

	<ul style="list-style-type: none"> • Adheres to Imparja Work Health Safety policies and procedures 100% of the time, with demonstrated key learnings on challenges and improvements for any non-compliance
Demonstrates Core Competencies	<ul style="list-style-type: none"> • Strong organisational skills with ability to prioritise multiple tasks and projects • Ability to communicate effectively • Adaptable when responding to changing priorities • Proactive and self-motivated with the ability to work independently, as well as part of a team • Culturally aware and respectful when working with diverse workforce • Commitment to continuous learning and professional development • Maintain confidentiality when handling sensitive information

SELECTION CRITERIA

Candidates for the position of Executive Assistant must address the following selection criteria:

Key responsibilities:

- Provide high-level administrative support to Chief Executive O, Executive, Corporate Services & Governance, and Executive, Cultural Media & Innovation including diary management, meeting coordination, and correspondence
- Assist with end-to-end recruitment processes from advertising through to employment documentation and reference checks
- Administer new starter onboarding in Happy HR, ensuring complete employee setup prior to commencement
- Maintain confidential employee records, personnel files and HR databases
- Support managers with performance management cycles, staff training programs, inductions, and professional development activities
- Draft correspondence including employment confirmations, contract variations, and general communications
- Support WHS compliance through training records management, safety inductions, and incident reporting
- Assist with reporting and the implementation of policies, procedures, and initiatives
- Prepare executive briefing papers, reports, presentations, and documentation
- Coordinate and minute meetings, including executive meetings, management meetings and general staff meetings, with action item follow-up
- Manage executive travel arrangements, itineraries, and expense reconciliation
- Liaise with internal and external stakeholders on behalf of the executive team
- Provide general administrative support as needed
- Maintain and improve effective electronic and physical filing systems,
- Support organisational events, functions, and continuous improvement of administrative processes

Essential experience

- Demonstrated experience working in human resources administration and/or executive support roles
- Demonstrated organisational skills and approach to time management and meeting deadlines
- High level of accuracy and attention to detail
- Excellent communication skills (written and verbal)
- Demonstrated high level Computer Literacy, including Microsoft Office Suite
- Deep respect for and sensitivity to the diverse cultural values, traditions, and aspirations of Aboriginal and Torres Straight people, with a passion for supporting self-determination and empowerment.

Education:

- Qualifications or training in HR, administration or business, or 3 years demonstrated relevant experience at level in a similar role