

## *Business Services Officer: Ensuring Operational Excellence at ENA*

We are looking for a highly motivated Business Services Officer to join our team at Energy Networks Australia (ENA), where you will play a pivotal role in ensuring the seamless operation of committee functions and providing essential administrative support to facilitate efficient business operations.

We are looking for the right team fit in our small but active organisation.

### Who we are | Energy Networks Australia

Energy Networks Australia (ENA) are looking for a new team member to help shape Australia's energy future.

Energy Networks Australia is the peak national body representing Australia's gas distribution and electricity transmission and distribution network businesses. These businesses deliver energy to nearly every household and business in the country. We are a key participant in the development of a better understanding of energy issues across the entire Australian community.

### The role | Business Services Officer

Reporting to the Company Secretary/Business Services Manager and supervised by the Senior Executive Assistant, your primary responsibility in this team of three, is to assist in the coordination of committee activities and provide comprehensive administrative support across various organisational functions.

Your success in this role relies on your proficiency in office administration, executive support, and effective communication skills. With meticulous attention to detail and strong organizational capabilities, you will excel in managing multiple tasks independently while also fostering a collaborative team environment. Your high level of computer literacy, particularly in the Microsoft Office suite, enables you to navigate digital platforms seamlessly, contributing to the efficiency and effectiveness of ENA's operations.

This is an exciting and challenging position with a salary package that reflects the demands of the role. At ENA, we offer a hybrid working environment, with the flexibility to work in our Melbourne CBD location and remotely by agreement; ideally you will be based in Melbourne. The role is a permanent full time position with flexible working conditions considered for the right candidate. There will be a small amount of domestic travel required in this role.

This role will suit someone with over 3 years' experience in supporting teams, office administration and committee management.

### Responsibilities of the role

#### **Committee Support**

Providing comprehensive assistance to Program Managers in coordinating Committee and Reference Group Meetings, encompassing logistical arrangements, such as organizing catering and meeting rooms. Assisting in the preparation and dissemination of meeting agendas, briefing papers, and related materials. Ensuring the day-to-day efficiency of Committee operations. Collaborating with the Senior Executive Assistant to facilitate meeting arrangements as required.

## **Administrative Support**

The administrative support aspect of the role entails maintaining databases for contacts and contracts, while also managing reception duties. Supporting the Senior Leadership Team includes assisting with meetings, diary management, and travel arrangements. Additionally, providing general business services support such as IT assistance, building maintenance requests, and managing office supplies and meeting room bookings. Updating the ENA website and other digital platforms, monitoring shared email accounts, and assisting with ENA events are also key responsibilities. Flexibility is required to undertake other duties as directed in support of Energy Networks Australia's activities.

## **What's on offer**

### **Salary range \$65,000-\$70,000 (including superannuation) with annual bonus**

ENA is supportive of further professional development and learning and will help you grow your skills and develop further knowledge of the energy sector.

The right candidate will be offered a salary between \$65,000 to \$70,000 (incl super) depending on experience. In addition to this, an annual performance bonus will be offered.

## **Skills and experience**

### *What we're looking for:*

- » 3+ years of experience in supporting teams and office administration;
- » Executive support with diary management;
- » Effective communication and interpersonal skills with the ability to engage with people at all levels of an organisation;
- » Strong attention to detail and high level of organisational skills;
- » Ability to work independently and as part of a team; and
- » High level of computer literacy; proficient in the Microsoft Office suite.
- » Experience in industry or a member-based association or similar advantage.

## **How to apply:**

At Energy Networks Australia, we are committed to fostering a diverse and inclusive work environment that values different perspectives and experiences. We encourage candidates from all backgrounds and life experiences to apply.

To apply for this exciting opportunity, please submit your CV and a statement addressing the screening questions and your suitability for the role to Maggie Zotos at [info@energynetworks.com.au](mailto:info@energynetworks.com.au)

**Applications close on Tuesday 24 June 2024.**

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## **Screening Questions**

1. Right to work in Australia
2. 3+ years' experience
3. Office administration experience