

## POSITION DESCRIPTION

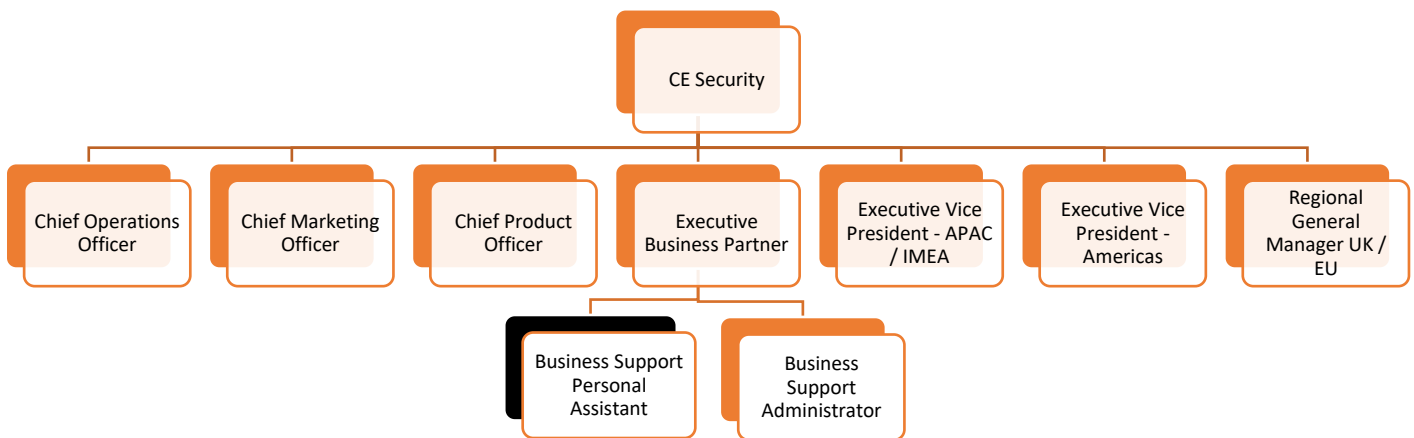
<b>Position Title:</b> Business Support Personal Assistant – Security	<b>Direct Manager:</b> Executive Business Partner	
<b>Budget Responsibility:</b> Nil	<b>Direct Reports:</b> 0	<b>Indirect Reports:</b> 0

### WHAT YOU'RE HERE TO ACHIEVE

As part of the Business Support team, your primary focus is to provide high quality administrative support and coordination, enabling the Security Executive team to operate effectively and efficiently.

In your role as Personal Assistant, you will proactively support the Security team in the day-to-day running of the business unit. This role also requires close interaction with other departments within the wider Gallagher organisation. A core component of this role is work alongside Security Executives where required to coordinate and prioritize schedules to ensure deadlines are met and workloads are balanced.

### WHERE YOU'LL FIT IN #TEAMGALLAGHER



### WHO YOU'LL BE WORKING WITH

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
CE – Security Executive Business Partner Security Executive Team Wider Security Team Group Support Functions & Executives	Vendors

## WHAT YOU'LL BE DOING

Key Accountability	Outcomes/ Expectations
<p><b>Team support:</b>  <i>Provide general administrative support to the Security Executive Team and wider Security Leadership teams to enable them to operate effectively</i></p>	<p>Day to Day</p> <ul style="list-style-type: none"> <li>• Work alongside Security Executives where required to coordinate and prioritize tasks to ensure deadlines are met and workloads are balanced.</li> <li>• Assisting with calendar management of Security Executive team including scheduling appointments and meetings.</li> <li>• Meeting preparation including invitations, bookings, greeting guests and ensuring refreshments are provided where required</li> <li>• Prepare meeting agendas, capture meeting notes and actions, and distribute them to relevant parties.</li> <li>• Act as a liaison between the executive and other departments or external contacts</li> </ul> <p>Internal Events</p> <ul style="list-style-type: none"> <li>• Assist with planning and coordination of wider Security team events as required (e.g. Team Offsite events, Quarterly Big Room Planning, Security Leadership Conferences, celebration and social events)</li> </ul> <p>Travel Coordination</p> <ul style="list-style-type: none"> <li>• Organise travel and accommodation as needed, including: <ul style="list-style-type: none"> <li>• Liaising with travel providers as required including booking travel, venues, accommodation, and transport</li> <li>• Assisting with travel/visa requirements, legal documentation, conference registrations, expenses, memberships</li> </ul> </li> </ul> <p>General</p> <ul style="list-style-type: none"> <li>• Maintain confidentiality in handling sensitive information and documents.</li> <li>• Conduct research and compile information as requested by the executive.</li> <li>• Resolve issues and provide solutions through effective problem-solving skills.</li> <li>• Collaborate with Business Support team members to support various projects and initiatives.</li> <li>• Monitor and maintain facilities on behalf of the Security department and report any issues or faults to the Group Facilities Manager</li> <li>• Provide support to Security department for stationery requirements</li> </ul>
<p><b>Project Delivery and Workflow Management:</b>  <i>Efficiently manage administrative tasks and</i></p>	<ul style="list-style-type: none"> <li>• As required, assist with special projects as part of the Business Support team, working with key stakeholders to coordinate and deliver to timeframes.</li> <li>• As required, provide cover for the RDTI administration and compliance requirement, ensuring record-keeping is maintained to a high standard to</li> </ul>

<p><i>meet expected deadlines with a high degree of accuracy</i></p>	<p>enable verification of all activities and claims for eligible expenditures. This includes:</p> <ul style="list-style-type: none"> <li>○ Working with People Leaders to ensure timesheet submissions are completed by the deadline - following up on late timesheet submissions</li> </ul>
<p><b>Team Building &amp; Performance</b>  <i>Contribute to creating positive team dynamics through open communication, collaboration, and a supportive attitude to achieve shared goals</i></p>	<ul style="list-style-type: none"> <li>● Develop strong relationships within the Business Support team and with the wider Security team through effective communication, collaboration and excellent support.</li> <li>● Work effectively within the Gallagher Security Team in a shared work environment</li> <li>● Assist all Gallagher team members to maximise group delivery</li> <li>● Focus on continuous improvement and making current processes better</li> <li>● Be prepared to share your knowledge and experience and receive advice and feedback from others</li> <li>● Demonstrate the ability to work independently and as a member of a team</li> </ul>

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

## HOW YOU'LL BE DOING IT

### Qualifications and / or Experience:

- Proven experience in providing high quality administration support.
- Computer literate, including intermediate knowledge of Microsoft Office applications.

### Skills / Competencies:

- Time management skills – able to juggle schedules and prioritise workload to keep on top of all the detail, tracking, managing tasks accurately
- A self-starter, capably work autonomously without close supervision.
- Strong written and oral skills, ability to communicate to a variety of people in a variety of ways
- Computer literate.
- Attention to detail, highly accurate and possesses problem solving skills.
- A willingness to work in a “team” environment, a team player with a “can do” attitude.
- A friendly and outgoing attitude to internal and external customers.
- A lateral thinker who is open to change, flexible in roles and meeting changing business needs.
- Offer a friendly and professional demeanor to all internal and external customers.

# Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

