

Position description



Position identification

Position title	Executive Administrator
Business unit	Management
Reports to	Lead Coordinator Executive
Date reviewed	28 March 2026
Version	1.0

Purpose of position

Kabi Kabi Peoples Aboriginal Corporation RNTBC (KKPAC) represents the Kabi Kabi peoples, the Traditional Owners of country extending from the North Pine River north of Brisbane to the Isis River near Childers, encompassing large parts of Sunshine Coast, Noosa and Gympie regions and Conondale Ranges. KKPAC's focus is to advance the rights, protect the Kabi Kabi estate and culture and support Kabi Kabi people to enjoy wellbeing, respect and connection to family, culture and country.

Since Determination of Kabi Kabi's Native Title claim (in 2024), the influx of Members, responsibility and opportunity that comes with the rights of Determination has resulted in expansion of the Corporation.

The Executive Administrator is a key element of our expansion that will provide administrative and operational support to the Lead Coordinator | Executive, whose role is to ensure the Executive function delivers high levels of accountability, precision and pace.

The executive function operates at the centre of the organisation to keep activities moving, our executive and Board are well-informed and ensure no detail slips through the cracks to build trust and confidence in our operation. This role is part of a friendly, high-performance team that is responsible for driving coordination, maintaining visibility across key governance priorities, ensuring information systems are accurate and reports are timely.

This is a fast-paced and purposeful environment requires a capable and experienced operator who thrives on high-level decision-making, can manage complexity, anticipate needs and deliver consistently.

Reporting relationships

This position reports to the Lead Coordinator | Executive.

Key responsibilities

Executive and operational support

- Provide administrative support to the Lead Coordinator | Executive to manage competing priorities and ensure effective time and system use
- Act as the central point of contact for calendar and workflow, aligning Executive schedules with organisational priorities
- Prepare high quality agendas, briefings, minutes and materials to support-decision making

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- Capture and track actions, ensuring follow-through and accountability across the Executive

Coordination & delivery

- Maintain oversight of key organisational priorities, ensuring deadlines and deliverables are met
- Proactively follow up with teams to keep work on track and escalate where required
- Coordinate information flow across the Executive and broader organisation
- Support the preparation of reports, updates and briefing materials for internal and external stakeholders

Governance & Executive Administration

- Assist with coordinating Director, Board and committee processes, ensuring timely preparation and distribution of papers
- Maintain accurate records of governance and Executive documentation
- Ensure governance timelines, actions and compliance requirements are met
- Support high-quality documentation standards across Executive outputs

Communications

- Draft clear, professional correspondence on behalf of the Executive
- Deliver central coordination point for Executive communications and requests
- Ensure consistency, accuracy and timeliness of communication across teams

Systems & Process Management

- Continuously improve systems, templates and tracking tools that support Executive operations
- Identify gaps or inefficiencies and implement continuous improvements
- Other reasonable duties as required from time to time

Note: Travel within Kabi Kabi Country and occasional after-hours work may be required from time to time

Selection criteria

Skills and experience

- Demonstrated experience in an Executive Assistant, Executive Administrator or similar role
- Proven ability to operate in fast-paced, high-pressure environments with competing priorities
- Strong organisational and coordination skills with a demonstrated ability to manage complexity
- Experience supporting senior leaders and managing Executive workflows
- High level written communication skills, including preparation of briefings and correspondence
- Strong systems capability across Microsoft Office and workflow/document management platforms

Desirable

- Certificate IV in Training and Assessment (or willingness to obtain)
- Relevant qualifications or experience in training, HR, community development or a related field

Attributes

- **Highly organised & detail-driven:** Maintains control over competing priorities, ensuring nothing is missed and all work is delivered to a high standard

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- **Proactive & anticipatory:** Thinks ahead, identifies what's needed before being asked and takes action to keep work moving
- **Composure & professional maturity:** Remains calm and clear headed under pressure, able to manage urgency and complexity without losing focus or quality
- **Accountability & follow-through:** Takes ownership of tasks and ensures actions are completed, confidently following up with others to deliver outcomes
- **Adaptability & pace:** Thrives in a fast-paced environment with shifting priorities, able to pivot quickly while maintaining structure and control
- **Strong judgement & discretion:** Handles sensitive information with care, exercising sound judgement in decision making and communication
- **Clear & confident communicator:** Communicates directly and professionally, able to engage across all levels of the organisation
- **Systems thinker:** Understands how work flows across the organisation and uses systems and processes to create efficiency and consistency
- **Collaborative & solutions focused:** Works constructively with others, focusing on practical solutions and supporting the broader team to succeed

Appointment conditions

- Employee confirmation that they do not have a pre-existing injury or illness that would affect their ability to undertake the inherent requirements of this position
- Duties may evolve as capability increases and organisational requirements change
- Travel within Kabi Kabi Country and occasional after-hours required from time to time
- Reference checks will be required
- National Police Check may be required
- Current C class drivers' licence
- Comply with all organisational contract conditions, policies and procedures