

Position Title	Executive Assistant	Department:	Executive Bendigo Stadium
Level:	Salaried	Primary Location:	91 Inglis Street, West Bendigo VIC 3550
Reports to:	Chief Executive Officer (CEO)	Updated:	24 February 2026



Organisational Context

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, and the St Arnaud Sporting Club. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.



Red Energy Arena is the home of the Bendigo Basketball Association, Bendigo Braves, Bendigo Spirit, Phantoms Volleyball Club and the Bendigo Strikers.

Primary Purpose

The Executive Assistant provides high-level strategic, governance and operational support to the Chief Executive Officer and Board of Bendigo Stadium Limited. The role is responsible for coordinating executive reporting, overseeing governance and compliance processes, and ensuring the effective administration of Board and Executive functions.

Acting as a trusted advisor and central point of coordination within the Executive Office, the Executive Assistant enhances organisational effectiveness through quality analysis, accurate documentation, robust systems management and continuous improvement of internal processes. The role exercises discretion, sound judgement and professionalism while supporting the delivery of BSL’s strategic objectives and commitment to excellence.

Direct Reports

Nil

Key Result Areas

Key Result Area	Responsibility	Measure
Executive & Strategic Support	<p>Provide high-level executive support to the CEO, ensuring effective coordination of strategic priorities and organisational initiatives.</p> <p>Support the CEO in tracking and progressing key strategic projects, Board actions and organisational objectives.</p> <p>Prepare executive-level reports, briefing papers, presentations and analysis to support informed decision-making.</p> <p>Conduct research, gather data and synthesise information to inform Board and Executive discussions.</p> <p>Draft professional correspondence, submissions, policy documents and communications on behalf of the CEO.</p> <p>Support internal communication initiatives that enhance alignment, clarity and engagement across the organisation.</p>	<p>Board and Executive action items progressed within agreed timeframes.</p> <p>Executive reports, briefing papers, presentations and correspondence prepared accurately and distributed within agreed deadlines.</p> <p>Documentation consistently reflects high professional standards, minimal rework required and supports informed decision-making.</p>
Governance & Board Secretariat	<p>Oversee governance administration for the BSL Board and Committees, ensuring full compliance with statutory and regulatory requirements.</p> <p>Coordinate the preparation, quality assurance and timely distribution of Board and Committee papers.</p> <p>Attend Board and Committee meetings, prepare accurate and concise minutes, and track action items to completion.</p> <p>Maintain corporate registers and governance documentation, including ASIC and other statutory requirements.</p>	<p>Compliance with statutory, regulatory and corporate governance obligations, including ASIC and relevant licensing requirements.</p> <p>Board and Committee papers distributed within agreed timeframes and meeting documentation</p>

	<p>Support onboarding of Directors, including compliance with gaming, liquor and corporate governance obligations.</p> <p>Maintain and continuously improve governance frameworks, templates and processes to reflect best practice.</p> <p>Support onboarding processes for senior staff and Directors.</p>	<p>prepared to a high professional standard.</p> <p>Board and Committee action items tracked and progressed within agreed deadlines.</p> <p>Structured onboarding program delivered for new Directors and senior leaders, ensuring timely completion of compliance and induction requirements.</p>
<p>General Administration, Office Support & Reporting</p>	<p>Manage the CEO's calendar and coordinate meetings, including preparation of agendas, papers and minutes.</p> <p>Act as central liaison for executive correspondence and stakeholder enquiries.</p> <p>Maintain accurate records, document management systems and action registers.</p> <p>Oversee executive office logistics, including travel, meeting arrangements and workplace administration.</p> <p>Coordinate and consolidate monthly executive and financial reporting in collaboration with relevant managers.</p> <p>Review reports for quality, accuracy and alignment to strategic objectives before submission to the CEO and Board.</p>	<p>CEO calendar, executive office logistics and meeting schedule managed effectively.</p> <p>Meeting agendas, papers and minutes prepared and distributed within agreed timeframes.</p> <p>Document management systems, registers and action logs maintained accurately and securely, with information readily accessible when required.</p> <p>Reports demonstrate accuracy, clarity and alignment to strategic objectives, with minimal rework required.</p>
<p>Stakeholder & Relationship Management</p>	<p>Act as a key point of contact for internal and external stakeholders interacting with the CEO and Board.</p> <p>Build strong working relationships across BSL to enable seamless information flow and collaboration.</p>	<p>Positive feedback from CEO, Board and key stakeholders regarding responsiveness, professionalism and coordination.</p>

	<p>Exercise discretion, sound judgement and professionalism in all communications and interactions.</p>	<p>Consistently exercises sound judgement in handling sensitive matters, as evidenced by CEO and Board confidence in the role.</p>
<p>Continuous Improvement & Culture</p>	<p>Proactively identify opportunities to improve executive office processes, governance systems and internal communications to improve efficiency and professionalism.</p> <p>Contribute to strengthening organisational culture through professional standards, accountability and “One Team” collaboration.</p> <p>Actively uphold and role-model BSL’s vision, mission and values in all aspects of your work.</p> <p>We Win as One Team <i>One in, all in</i></p> <ul style="list-style-type: none"> • We are better together • We share knowledge and collaborate • We belong in the team <p>We Champion the Customer <i>Every interaction matters</i></p> <ul style="list-style-type: none"> • We deliver customer first excellence • We listen and act on feedback • We go the extra mile <p>We Stand With Our Community <i>Community matters</i></p> <ul style="list-style-type: none"> • We support our community • We create lasting impact • We build trust with our community <p>We Own It <i>We do what we say we’ll do</i></p> <ul style="list-style-type: none"> • We make it happen, creating a vibrant and specular venue • We take responsibility and are respectful • We act with integrity and honesty 	<p>Demonstrates BSL values in daily practice, evidenced through positive feedback, observations, and participation in cross-team initiatives.</p> <p>Quality of decision-making, shown through timely, ethical and well-reasoned commercial or operational decisions that support business results.</p>

EQUIPMENT OPERATED, SYSTEMS USED AND PHYSICAL REQUIREMENTS OF ROLE

- Low physical activity
- Advanced PC software skills:
 - Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint, Forms, Planner)
 - Adobe
 - OneDrive

EDUCATION AND SKILLS

**Minimum
Qualifications:**

- Must hold a Working with Children's Check (WWCC).
- Must satisfactorily pass a Police Check.
- Must hold and maintain a Driver's Licence.

**Job, specific, skills,
experience,
Knowledge and
abilities:**

Desired Knowledge and Experience:

- Minimum 5 years' experience in a similar role.
- Worked with and supported senior professionals/executives in a similar role.
- Demonstrated experience preparing Board papers, minutes, executive reports and high-level correspondence.
- Experience coordinating governance processes, compliance registers and corporate documentation.
- Demonstrated ability to manage databases or CRM systems.

Desired Skills:

- Excellent communication (verbal and written) skills.
- Strong analytical and critical thinking skills, with the ability to synthesise complex information clearly and concisely.
- Builds rapport quickly with a wide range of people both internally and externally.
- High level of prioritising and organisational skills.
- High attention to detail and accuracy, particularly in governance documentation and reporting.
- Sound judgement and decision-making capability within delegated authority.

Personal attributes:

- High level of integrity, professionalism and discretion.
- Strategic thinker with the ability to see the broader organisational context.
- Collaborative and aligned to a "One Team" philosophy.
- Committed to continuous improvement and high performance standards.