

Basketball Australia Position Description

EXECUTIVE ASSISTANT TO CEO

Who are we

As the national governing body, Basketball Australia (BA), in conjunction with our State & Territory member associations, is at the forefront of promoting, fostering, and developing the sport of basketball across the country. BA is responsible for safeguarding the sport in Australia.

With a proud, rich history and a commitment to excellence, we are dedicated to growing the game. This mission of Australian Basketball is to be “Everybody’s Game” and BA will lead, connect and enhance the experience of the Australian basketball community.

BA proudly manages Australian national teams (Boomers & Opals, Rollers & Gliders, men’s and women’s 3x3 and junior national teams), athlete pathways, the Centre of Excellence facility, national championship events, major international events and leads community programs for the good of the whole sport.

We are excited to be launching the new Basketball Australia Strategic Plan (2025-2028), the Whole of Sport Basketball 2040 Vision and refreshed BA Values. These critical foundations, along with our Innovate Reconciliation Action Plan (RAP) (2024-2026), and BA’s Women & Girls Strategy will set our direction and represent how we will bring our mission to life.

Our Values



These values guide our behaviour, decision-making and culture across the organisation.

Child Safeguarding Commitment

Basketball Australia has a zero-tolerance policy toward child abuse and neglect. We are committed to creating and maintaining a safe, positive and inclusive environment where all children can participate in basketball free from harm. All BA staff must actively support and comply with our child safeguarding policies and reporting obligations.

Position Details

Position Title:	Executive Assistant to CEO
Reports to:	Chief Executive Officer
Location:	State Basketball Centre, Wantirna South, Victoria
Direct Reports:	None
Internal Relationships:	Executive Leadership Team, BA Board, Governance & Integrity Team, Member Associations
External Relationships:	Australian Sports Commission, Australian Olympic Committee, Paralympics Australia, FIBA, Peak Bodies, Government Agencies
Travel:	Some domestic travel required; occasional weekend work in line with events and competitions

Role Purpose

The Executive Assistant (EA) provides executive, administrative and coordination support to the CEO. The role is responsible for ensuring the CEO's time, priorities and communication flow are managed effectively and efficiently. This position operates with discretion, judgment and confidentiality, managing relationships across BA, the Board and key external stakeholders. The EA also supports broader organisational operations including Board coordination, leadership team activities, events, travel logistics and governance processes.

Key Responsibilities

Executive Support & Coordination

- Provide full, proactive diary management and prioritisation
- Review, triage (as required) and action email correspondence and requests on behalf of the CEO
- Prepare (non complex) meeting papers, briefs, reports and presentations
- Coordinate internal and external meetings, including agenda preparation and follow-up
- Maintain strict confidentiality and exercise exceptional judgement in all interactions

Travel Management

- Plan and coordinate all domestic and international travel
- Prepare detailed itineraries, travel documents and logistics plans
- Respond effectively to changes, cancellations or disruptions

Stakeholder Engagement

- Communicate professionally on behalf of the CEO to internal and external stakeholders
- Build trusted relationships across BA and partner organisations
- Coordinate VIP requests, event invitations and appointments
- Represent the CEO as required with warmth, clarity and professionalism

Board & Executive Leadership Team Support

- Assist with BA Board travel arrangements (as needed), meeting coordination and document preparation
- Support the broader Executive Leadership Team with leadership events, workshops and planning sessions

Event & Workshop Coordination

- Manage CEO-related events including State & Territory workshops and national activities
- Liaise with internal teams and external partners to ensure successful delivery

Administrative & Financial Responsibilities

- Manage CEO expense claims, credit card reconciliations and purchasing processes
- Create and track purchase orders
- Maintain accurate filing systems and documentation within SharePoint and other platforms
- Work closely with business support functions such as People & Culture and Finance to support business operations for the CEO more broadly.

Capabilities & Experience

Required Qualifications & Experience

- Well established experience supporting a CEO or senior executive in a complex environment
- High level of capability in managing competing priorities with exceptional judgement
- Experience coordinating domestic and international travel
- Event coordination capability
- Advanced Microsoft Office suite skills and familiarity with SharePoint
- Experience in sport, government or a member-based organisation is advantageous

Skills & Attributes

- Outstanding relationship builder with a high level of emotional intelligence
- Exceptional communication skills, written and verbal
- Highly organised, detail-focused and solutions-driven
- Discreet, calm under pressure and confident navigating senior stakeholders
- Values-aligned, collaborative and committed to professionalism

Key Performance Indicator	Measures
Executive Support, Planning & Prioritisation	<ul style="list-style-type: none"> • CEO is proactively briefed and prepared for all commitments. • Diary is accurate, efficient and free of avoidable conflicts. • Anticipates needs and takes initiative on next steps. • Administrative tasks are consistently accurate and high quality.
Stakeholder Engagement & Representation of the CEO	<ul style="list-style-type: none"> • Communicates professionally, clearly and warmly on the CEO's behalf. • Builds trusted relationships with BA leadership, Board and external partners. • Maintains confidentiality without exception. • Represents BA values and professionalism at events and engagements.
Coordination & Delivery of Travel and Key Logistics	<ul style="list-style-type: none"> • Travel itineraries are accurate, timely and aligned with CEO requirements. • Issues or disruptions are resolved quickly with minimal impact. • Maintains composure and solution-oriented approach under pressure. • Event and workshop coordination is seamless and well executed.
Workplace Safety & Respectful Workplace Behaviour	<ul style="list-style-type: none"> • Consistently models respectful, inclusive and values-aligned behaviour. • Identifies safety issues and contributes to practical solutions. • Complies with all BA workplace and integrity policies. • Completes all required WHS and safeguarding training.
Compliance, Governance & Administrative Accuracy	<ul style="list-style-type: none"> • CEO expenses, financial approvals and purchase orders are accurate and timely. • Records, documents and SharePoint systems are maintained to a high standard. • Board and Executive Leadership Team requirements are supported accurately and on time. • Information is handled with professionalism and confidentiality.

Additional Requirements

- Must hold Australian citizenship, permanent residency or valid working rights
- Must maintain a current Working with Children Check or Working with Vulnerable People Certification
- Must comply with all Basketball Australia policies including Child Safeguarding, Integrity and WHS policies