Executive Assistant to the Associate Provost

POSITION NUMBER 0045649

CLASSIFICATION PSC6


SUPERANNUATION Employer contribution of 9.5%

WORKING HOURS Part-time (0.5 FTE)

BASIS OF EMPLOYMENT Continuing

OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits

HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY

Janice Widdicombe
Tel +61 3 9035 3760
Email wj@unimelb.edu.au

For information about working for the University of Melbourne, visit our website: http://about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE
Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.
The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.
Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION
The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.
The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous deserve to service for excellence and reach the targets of Growing Esteem.

CHANCELLERY
The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:
- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.
CHANCELLERY ENGAGEMENT

Engagement encompasses the interactions between the University and wider society for the enrichment of both, and forms one strand of the University’s ‘triple helix’ strategy. The Engagement portfolio oversees the University’s engagement agenda, set out in *Engagement at Melbourne 2015–2020*. Led by the Vice-Principal (Engagement), the portfolio leads strategy in several functional domains – marketing and communications, civic and community engagement and culture and public engagement – working collaboratively across Chancellery, University Services, academic divisions and external partners.

ABOUT THE ROLE

Position Purpose:
The Executive Assistant provides outstanding administrative and executive support services to the Associate Provost and ensures a smooth workflow of the office enabling effective functioning across a wide range of commitments. This role is important to the portfolio and the incumbent is required to display a high level of discretion, independent judgment and professionalism whilst regularly interacting with internal and external stakeholders.

Reporting line: Associate Provost
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Moderate
Judgement: Significant
Operational context: Chancellery

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/)

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
Core Accountabilities:

- Manage all enquiries, host guests and create a professional culture in the Associate Provost’s office.
- Effectively manage the Associate Provost’s calendar ensuring that priorities are always met. This will include forward planning of critical events.
- Manage and draft emails as required.
- Manage the office to ensure that key stakeholders are aware of requirements and are prepared in advance. Follow up on outstanding issues as needed.
- Anticipate requirements and prepare all material for meetings, conferences, events etc in advance. This might include the drafting of presentations and briefing papers, or liaising with those responsible.
- Work closely with the Office of the Vice-Principal (Engagement) to ensure the effective and efficient operation of both offices.
- Administrative tasks including organizing catering, arranging travel itineraries, conference registrations and travel diaries in compliance with University policy.
- Maintain confidentiality and use discretion at all times.
- Establish and maintain effective filing for records management.
- Ensure compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.

Selection Criteria:

Education/Qualifications

1. Completion of a diploma or higher qualification in a relevant area with relevant work experience OR an equivalent combination of relevant experience and/or education/training in providing administrative support at a senior level.
2. Understanding of tertiary education sector is desirable.

Knowledge and Skills:

3. High level written and oral communication skills.
4. Excellent organisational skills: planning, coordination and prioritisation.
5. Accuracy and attention to detail.
6. Capacity to exercise sound judgement and a high degree of confidentiality.
7. Ability to take initiative to resolve issues.
8. Relationship building and maintenance.
10. Ability to learn university systems and processes.
11. High degree of proficiency in Microsoft Office.