

**Office of the Dean**

Melbourne Graduate School of Education

## Executive Assistant (Deputy Dean and School Executive Director)

<b>POSITION NUMBER</b>	0051903
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	UOM 6 - \$85,134 - \$94,181 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	<p>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.</p> <p>Indigenous applicants are encouraged to apply.</p>
<b>CONTACT FOR ENQUIRIES ONLY</b>	<p>Paula McAllister 0412 374 454 <a href="mailto:paula.mcallister@unimelb.edu.au">paula.mcallister@unimelb.edu.au</a> <i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, *Advancing Melbourne*, at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **MELBOURNE GRADUATE SCHOOL OF EDUCATION**

The Melbourne Graduate School of Education (MGSE) fosters staff productivity, growth and engagement in a collective effort to enrich the contribution that education makes to society. We conduct research and teaching that leads to the transformation of education practice both within and beyond the profession. MGSE stimulates learning that enriches the potential of students from around the world, enabling meaningful careers and profound contributions to communities. We provide research leadership, setting the direction for high-impact, innovative and responsive research that addresses the pressing issues of our time. We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

## **OFFICE OF THE DEAN**

The Office of the Dean group provides outstanding, intuitive and astute administrative, secretarial and executive support services to MGSE senior leaders. The team focuses on supporting senior leaders in functioning effectively across a wide range of commitments.

## **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.

## **ABOUT THE ROLE**

### **Position purpose:**

To provide outstanding, intuitive and astute administrative, secretarial and executive support services to the Deputy Dean and School Executive Director (DD & SED). The incumbent may also provide executive support to the Dean where required. This role is of significant importance to MGSE and the incumbent is required to display a high level of discretion, independent judgment and professionalism whilst regularly interacting with internal and external stakeholders.

The Executive Assistant is expected to exercise a high level of confidentiality whilst undertaking a number of concurrent tasks demonstrating excellent organisational, prioritisation and time management skills which are critical to this position. The incumbent will develop, maintain and remediate, where necessary, effective working relationships with Academic Divisions and Chancellery portfolios to ensure high quality and timely service delivery.

Reporting line: Executive Assistant (Dean)

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: 0

### **Key Dimensions and Responsibilities:**

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University Wide

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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Provide high level administrative support to ensure efficient running of the day to day activities
- Effectively manage calendars, understanding the priorities of the DD and ED to determine

priorities and proactively resolving any conflicts, and communicating professionally and effectively with all parties; forward planning of critical events

- Proactively manage email correspondence and ensure systems are in place to manage priorities and respond appropriately
- Work closely with the Executive Assistant (Dean) and Executive Assistant (Academic Groups) to act as the primary contact point for the Office of the Dean in drafting correspondence, fielding inquiries, preparing reports using University databases, and preparing presentations with a high degree of accuracy
- Build and maintain strong and effective relationships with internal and external senior staff to ensure the efficient delivery of administrative services in a tactful and diplomatic manner
- Engage with individuals at all levels across the University and externally, with the confidence and ability to deal with a variety of queries and issues in a highly professional manner, as the primary point of contact for the Deputy Dean and School Executive Director
- Support MGSE's Governance Framework through providing secretariat functions for meetings and conferences including scheduling, the collation and organisation of meeting papers, venue & catering booking, coordination and registration of participants, minute taking, following up actions as required
- Arrange travel itineraries, conference registrations and provide administrative assistance to the relevant Executives in line with University policies and procedures
- Establish and maintain office processes and procedures including effective filing and database systems for management of email, records, papers, telephone and distribution lists; develop effective tracking systems for recording, processing and follow up of ongoing requests, communications, programs and projects and ensure continuous improvement and review.
- 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
- Use appropriate discretion when handling sensitive and/or confidential information
- As an active member of the Office of the Dean executive team, identify opportunities for process improvement and provide suitable back up administrative support during periods of leave
- Carry out other duties, consistent with the role responsibilities, as requested by the supervisor

### **Selection Criteria:**

#### Education/Qualifications

1. The appointee will have: A degree with relevant experience; or extensive experience and broad knowledge of the field; or an equivalent combination of relevant professional experience and/or education and training. With experience ideally in office management and executive support.

#### Knowledge and skills:

2. Excellent written, oral and interpersonal communication skills
3. Demonstrated customer services skills
4. Strong stakeholder engagement capability
5. Track record in systems management and improvement

6. Prioritisation skills in the planning, co-ordination and completion of tasks to meet deadlines and with a high degree of accuracy
7. Exceptional organisational skills and attention to detail
8. Understanding of the tertiary education sector
9. A high degree of proficiency in the Microsoft Office suite including in Outlook, SharePoint, Word, Excel and PowerPoint.

**Other job-related information:**

There may be a requirement to work out of standard hours from time to time.