Executive Assistant

POSITION NUMBER 0042538

PROFESSIONAL CLASSIFICATION UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1 FTE)

BASIS OF EMPLOYMENT Fixed term available for 3 years

HOW TO APPLY Go to http://about.unimelb.edu.au/careers, 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.

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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organization’s evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

In addition, the COO Portfolio delivers major strategic property initiatives and/or projects including *Australian Institute for Infectious Disease (AIID)* and *Fishermans Bend*.

**ABOUT AIID**
In Victoria, a new purpose-built facility known as AIID will be delivered. The AIID facility will provide several significant capabilities that have been missing in Australia’s response to COVID-19 and bring together three of Victoria’s world-leading organisations in infectious diseases: The University of Melbourne, The Peter Doherty Institute for Infection and Immunity (Doherty Institute), and The Macfarlane Burnet Institute for Medical Research and Public Health (Burnet Institute) (collectively known as the Foundation Partners). This high-profile project is currently in the implementation planning stage including land acquisition, town planning, procurement, and design.

**ABOUT FISHERMANS BEND**
Fishermans Bend is Australia’s largest urban renewal project. The University of Melbourne has purchased 7.2 hectares of land within the Fishermans Bend Employment Precinct with the intention of developing a new campus. The new campus will catalyse an innovation ecosystem, bringing together researchers, established industry and start-up companies in one location to solve global problems and create highly skilled employees.

**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 Advancing Melbourne strategy that addresses 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 desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The Executive Assistant provides high-level administrative and secretariat support to the Executive Director, Fishermans Bend & AIID (ED FB & AIID). Under the direction and supervision of ED FB & AIID, the Executive Assistant will facilitate operational and administration efficiencies in the delivery of the two projects. This includes extensive diary management, arranging meetings and logistics, responding to invitations, management of email, drafting various correspondence, and developing effective relationships in order to liaise with key University personnel and external stakeholders on behalf of the ED FB & AIID.

The Executive Assistant works closely with other AIID and Fishermans Bend team members ensuring that the ED FB & AIID and the respective direct reports are provided with high-quality support necessary to carry out their duties.

Reporting line: Executive Director, Fishermans Bend & AIID
No. of direct reports: 0
No. of indirect reports: 0

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: Various Faculties, Consultants, Industry and Government Stakeholders
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:

- Coordinate appointments, meetings and prepare the appropriate documentation to a high standard to assist with the ED FB & AIID’s time management and preparation throughout the working week.
- Liaison with high level internal and external stakeholders involved on the two projects.
- Diplomatic and sensitive handling of incoming correspondence, email and telephone calls for the ED FB & AIID, progressing matters as appropriate, exercising discretion in prioritising work, actioning follow-up, or redirecting communications to relevant staff as appropriate.
- Expedite preparation of draft correspondence, reports and other documents as required to a high degree of accuracy and presentation.
- Administer expenditure by the ED FB & AIID and direct reports, record and reconcile Purchasing Cards in relevant systems to comply with University policy and procedure.
- Coordinate travel arrangements including developing itineraries, booking flights and accommodation, and confirming meetings and visits.
- Participate in and arrange regular team meetings for the ED FB & AIID’s portfolio, to maintain awareness of workflow for teams and track action items and follow up.
- Manage image libraries and prepare graphic presentations including Powerpoint decks for meetings and workshops.
- Support governance, administration and activities across the two projects. This includes arrangement of meetings; support creation, coordination and collation of meeting materials, agendas, minutes, presentations, action items, and papers, to a high standard and in a timely way, including follow-up action as appropriate.
- Support financial administration as required, such as: invoice payments, purchase order creation, etc.
- Provide administrative support relating to recruitment for the ED FB & AIID and the direct reports.
- Other duties as directed by the ED FB & AIID.

Selection Criteria:

Education/Qualifications

1. The appointee will have a qualification in a relevant discipline or an equivalent combination of relevant experience and education/training.
Knowledge and skills:

2. Substantial relevant experience in a similar role performing the full range of high-level secretarial and administrative support to a senior staff member.
3. Excellent oral and written communication skills with the proven ability to draft correspondence and compile reports with a strong attention to detail.
4. High level skills in the preparation of presentations including Powerpoint.
5. Demonstrated capacity to exercise sound judgement, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
6. High-level organisational skills including the ability to prioritise and schedule work to meet deadlines.
7. Action oriented with demonstrated versatility, enthusiasm, self-motivation and initiative.
8. High-level proficiency in Microsoft Office applications including Word, Excel, PowerPoint, Outlook, Teams, SharePoint, as well as Zoom and database systems.
9. Ability to identify and follow-up on issues while keeping relevant senior team members informed.

Desirable:
Knowledge and understanding of the University’s strategic and operational context.

Other job-related information:
Occasional work out of ordinary hours.