Executive Assistant

POSITION NUMBER
0061492

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

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Part Time (0.8 FTE)

BASIS OF EMPLOYMENT
Continuing

OTHER BENEFITS
https://about.unimelb.edu.au/careers/staff-benefits

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.

CONTACT
FOR ENQUIRIES ONLY
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Please do not send your application to this contact
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.

Position Summary

The Advancement Office is responsible for the management of programs relating to University of Melbourne alumni, friends, and benefactors. It provides services to and works collaboratively with academic faculties and other University departments.

We have an exciting opportunity for a motivated and energetic Executive Assistant to support the Senior Director, Principal Gifts

The Principal Gifts Team (PGT) at the University of Melbourne cultivates relationships with our most generous and transformative donors. There are supporters with the capacity and interest to make gifts of $5M or more, whose philanthropy inspires significant and powerful societal change through the University.

The PGT works collaboratively with teams within Advancement and across the institution to drive principal gift opportunities, including with donors whose gifts stretch across multiple areas of interest.

The Executive Assistant provides high-level administrative support to the Senior Director, ensuring the operational efficiencies of their office. This includes extensive diary management; arranging meetings and responding to invitations, management of email, and developing effective relationships in order to liaise with key University personnel on behalf of each Senior Director to progress ongoing priorities.

The Executive Assistant works closely with other Advancement staff members ensuring that the Senior Director and their direct reports are provided with the high-quality support necessary to carry out their duties.

The Executive Assistant will be a member of the Administration Team and reports to the Executive Officer Advancement and takes direction from them to coordinate best practice throughout the office.

Reporting line: Executive Officer Advancement

No. of direct reports: 0
No. of indirect reports: 0
Key Responsibilities

EXECUTIVE SUPPORT

- Coordinate appointments and meetings and prepare the appropriate documentation to a high standard to assist with the Senior Director’s time management and preparation throughout the working week.

- Liaison with some of the most significant supporters and stakeholders of the University of Melbourne.

- Co-ordinate and support internal and external meetings relating to donor opportunities on behalf of the Principal Gifts Team.

- Diplomatic and sensitive handling of incoming correspondence, email, and telephone calls for the Senior Director, 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 Senior Director, 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 Senior Director’s portfolios, to maintain awareness of workflow for teams.

- Provide high-level Secretariat support to volunteer Boards and Committees including minute taking, preparation and distribution of agendas, actions, and other papers to a high standard and in a timely way, including follow-up action as appropriate.

- Provide professional well-timed advice to staff and committee members on all operational matters pertaining to the administration of Boards and Committees.

- Provide administrative support relating to recruitment for the Senior Director and their direct reports.

- Use the University of Melbourne’s Customer Relationship Management System (OneCRM) to manage records as requested by the Senior Director.

- Develop effective working relationships with offices of senior University personnel and key external clients.

- Other duties as directed by the Senior Director and the Executive Officer Advancement.
EXECUTIVE SUPPORT

- Cover the roles and responsibilities of other members of the Advancement Administration Team when required.
- Be a committed member of the Advancement Administration Team and contribute towards best practice within administrative policy and procedures.
- Undertake EHS duties as appropriate.

Selection Criteria

ESSENTIAL

- Substantial relevant experience in a similar role performing the full range of high-level secretarial support to a senior staff member.
- Excellent oral and written communication skills with the proven ability to draft correspondence and compile reports.
- Demonstrated capacity to exercise sound judgment, diplomacy, tact and discretion and proven ability to handle sensitive information in a confidential and appropriate manner.
- High-level organisational skills including the ability to prioritise and schedule work to meet deadlines.
- Action orientated with demonstrated versatility, enthusiasm, self-motivation and initiative.
- Proven ability to contribute as a member of a professional administrative team.
- High-level computer skills with advanced competency in the use of Microsoft Office applications including Word, Excel, PowerPoint, Outlook, Teams, SharePoint as well as Zoom and database systems.

DESIRABLE

- Familiarity with University culture, current issues affecting the tertiary sector and with University administrative systems, processes, policies and procedures.
- Experience with records management procedures.
- An innovative and proactive approach to administrative support.

OTHER JOB RELATED INFORMATION

This position requires the incumbent to hold a current and valid Working with Children Check.
Occasional work out of ordinary hours, travel, etc.


**Job Complexity, Skills, Knowledge**

**LEVEL OF SUPERVISION / INDEPENDENCE**

The Executive Assistant receives broad direction from the Executive Officer Advancement but is expected to work with a high level of autonomy and independence, discretion, confidentiality and diplomacy.

**PROBLEM SOLVING AND JUDGEMENT**

High-level judgment and problem-solving skills are required, as the incumbent is frequently faced with situations which require immediate action in response to issues and requests presented by the Senior Director.

**PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Executive Assistant requires a good understanding of the University, its policies and procedures and an understanding of the culture and politics which enables the incumbent to deal with and/or refer sensitive issues.

The Executive Assistant will understand the portfolio responsibilities of the Senior Director in the context of the mission and goals of the University and a good understanding of both the wide range of issues impacting the University and its key stakeholders, both internal and external.

**RESOURCE MANAGEMENT**

The Executive Assistant will be responsible for their own time management and prioritisation of tasks to ensure the key responsibilities are met.

**BREADTH OF THE POSITION**

The position interacts with professional and academic staff from across the University, with members of the University’s Executive, the Advancement Office portfolio, and other internal and high level external key stakeholders. The position is expected to contribute to the shaping of the administrative function for the newly created Advancement, Communications and Marketing portfolio.

**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.

**Occupational Health and Safety (OHS)**

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:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

**Other Information**

**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

**ADVANCING MELBOURNE**

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.
Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

GOVERNANCE

The Vice-Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance

ADVANCEMENT

http://advancement.unimelb.edu.au/

The Advancement Office aims to facilitate the establishment and maintenance of mutually beneficial relationships between the University and its alumni, friends and benefactors. It is responsible for the management of programs relating to alumni and benefactors, and provides services to and works collaboratively with faculties and other central administration areas.

University of Melbourne Advancement (UoMA) has been responsible for the coordination and delivery of Believe: The Campaign for the University of Melbourne. The Believe Campaign came to a conclusion at the end of 2021. Over the 14 years of the life of the campaign, the University has engaged over 100,000 alumni and raised more than $1.17b, with 30,000 donors and 73,000 instances of giving to one of the largest philanthropic campaigns in Australian history. The funds will support 34 professorial chairs, 25 of them into the long term. Following the success of the Campaign, the University is embarking upon an eight year program to invest in Advancement.
**UoMA’s Vision – Partnering for Impact**

Advancement is a **catalyst** that leads to positive impact on the University, the city, the state, Australia and the world.

**Mission**

We do this in deep and genuine partnership with our generous alumni, supporters and academic colleagues.

To do this we will work in partnership with:

- **Academic and professional colleagues** to identify, curate, hone and present wonderful philanthropic and engagement opportunities that support our outstanding researchers, teachers and students and the spaces in which they live and work
- **Donors** to match and connect these opportunities to their passions
- **Alumni, friends and current students** to develop mutual and lifelong benefit by sharing skills, expertise and networks

**Guiding Principles**

- We are ‘**One Advancement**’ working together towards collective goals
- We are driven both by **university strategies** and the opportunities presented by our supporters’ passions
- We strive for outcomes through strong partnerships that deliver impact – both with university colleagues and with our community stakeholders
- We create opportunities for the university to come together with supporters to make a difference in the world and benefit the communities with whom we engage
- We build **enduring, purposeful relationships** that are stakeholder-centric and mutually-beneficial
- Our decision making, and resource allocation are based on expert knowledge, research insights and data
- We recognise the impact of both financial and non-financial contributions
- We **operate sustainably** at both the organisational and personal levels

**Foundation Values**

Our work will always be guided by our Values:

- **Integrity** – we are honest, trustworthy, understanding and sincere
- **Collaboration** – we are supportive of each other and work as a team toward improved collective outcomes
- **Innovation** – we prize creativity and act with courage to progress our objectives
- **Professionalism** – we are committed, focused, accountable, respectful and proud of the work we do

**Behaviours**

We look to encourage the following behaviours across Advancement:

- **Prioritise** based on our strategic direction and purpose
- **Don’t go it alone** – explore and exchange expertise, knowledge and institutional memory with colleagues across Advancement
- Be willing to **innovate and test new approaches**
- Support each other to **think, speak and act courageously** in pursuit of the best outcomes
- Be **responsive and decisive** taking both personal and collective **accountability**