

Office of the Dean
Faculty of Education

Executive Assistant to the Dean

POSITION NO	0034133
CLASSIFICATION	UOM 6
SALARY	\$96,459 to \$104,413 per annum (pro rata for part-time) The Executive Assistant loading may also be applicable, in line with University policy MPF1170 – Schedule C
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed Term (12 months)
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-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**

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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.

Position Summary

The Executive Assistant to the Dean is a key staff member for the Office of the Dean and provides direct, dedicated administrative and executive support to the Dean, working collaboratively with the Executive Director to ensure the smooth day-to-day operations of the Office.

Duties include the management of the Dean's diary, including the arrangement of meetings at the Dean's request and the coordination of responses to invitations seeking the Dean's attendance. The Executive Assistant works closely with the Dean, Deputy Dean, and Executive Director to coordinate these requests and responses.

The Executive Assistant role also works proactively to coordinate communications with the Dean, providing direct support for the Dean covering both email and other written correspondence, and is the first point of contact for internal and external visitors for the Dean.

Additional core duties include the arrangement of travel for the Dean, and the completion of administrative processes directly connected to the Dean's activities and duties.

1. Key Responsibilities

- ▶ Provide high level, confidential executive support, for the Dean including correspondence, visitor and diary management, internal and external meeting arrangement, conference and travel arrangements, credit card reconciliation, records management, preparation of correspondence, briefing papers and other administrative activities as directed.
- ▶ Coordinate the Dean's day-to-day correspondence, including email, ensuring that all matters are dealt with in a timely and efficient manner. Draft routing correspondence for the Dean. Organise meetings as requested by the Dean and provide advice on the availability of the Dean for meetings requested by others, including external partners.
- ▶ Prepare a daily briefing pack for the Dean, including the day's schedule, relevant meeting papers and documents.

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- ▶ Ensure documentation requiring the signature of the Dean is appropriately prepared by the requesting staff member or unit and is accompanied by relevant briefing materials.
 - ▶ Develop and maintain strong and effective relationships with internal and external stakeholders of the Faculty of Education.
 - ▶ Work collaboratively across the Faculty to support the Dean's activities and information flow.
 - ▶ Maintain an up-to-date record of key contacts, including external stakeholders, for the Office of the Dean.
 - ▶ Contribute to the development and delivery of projects undertaken by the Office of the Dean, this may include one-off events.
 - ▶ Support the preparation of domestic and international travel bookings on behalf of the Dean.
 - ▶ Provide Executive Officer support for high level committees and meetings as required, including preparation of agendas and papers, minute taking, distribution of materials, and the recording of Minutes and Action Items.
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2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a degree with subsequent relevant experience and/or an equivalent combination of relevant experience and/or education/training;
- ▶ Demonstrated experience in the provision of executive level administrative support functions, with the capacity to exercise judgement, initiative, diplomacy and discretion.
- ▶ Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals;
- ▶ Demonstrated experience in preparing and scheduling complex meetings, including the coordination of meeting requests/invitations to internal and external stakeholders, and the collation of relevant meeting papers;
- ▶ Demonstrated experience in undertaking the duties of an Executive Officer / Secretary for a senior leadership level committee;
- ▶ Ability to manage logistics, including the booking of domestic and international travel for executive staff;
- ▶ Ability to be flexible, self-motivated and work as part of a team; and
- ▶ Strong written, oral and interpersonal communication skills with the ability to prepare documents.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Executive Assistant will work under the direction of the Dean on a day-to-day basis, with a professional staff reporting line to the Executive Director. The role has a high level of independence in determining the flow of activities, in the context of ensuring the Dean is fully supported.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Assistant has discretion to innovate within the administrative elements of the daily workflow, ensuring that processes and practices that relate to the Dean and the Office of the Dean are aligned with University and Faculty of Education delegations, guidelines and policies.

A high level of attention to detail is required, as well as a high level of professional judgement and discretion in dealing with sensitive and often confidential matters.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Executive Assistant will be expected to develop strong working relationships with Faculty of Education staff, particularly staff in leadership roles.

The Executive Assistant will be in a position to identify gaps in policy and procedure and will proactively alert senior staff to these matters for rectification.

3.4 RESOURCE MANAGEMENT

The Executive Officer is expected to manage University resources under the framework of the Melbourne Operating Model and the University's financial policies and procedures. There is no specific budget accountability for this role.

3.5 BREADTH OF THE POSITION

The Executive Officer is responsible for the delivery of a range of administrative activities within the Office of the Dean, and the breadth of the position reflects the position of the Office of the Dean in leading the overall Faculty.

4. Special Requirements

- ▶ Unrestricted right to work in Australia;
 - ▶ Any offer of employment will be conditional upon receipt and maintenance of a valid Working with Children Check;
 - ▶ Some out of hours work may be required;
 - ▶ This position is based at the Parkville site. Travel to other sites may be required;
 - ▶ This role requires some flexibility regarding FTE and peak times of activity. Requests for annual leave may not be approved during peak work periods;
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5. 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.

6. 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:

<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.

7. Other Information

7.1 ORGANISATION UNIT

Faculty of Education

7.2 BUDGET DIVISION

Our Vision:

To ensure that education and educators are at the forefront of solving the world's most intractable issues.

Our Values:

Innovation, Inclusion, Collaboration, Respect and Integrity

Our Mission

The Faculty of Education 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.
- ▶ We stimulate 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 times.
- ▶ We lead purposeful engagement with society, sharing our resources and expertise as part of collaborative efforts to build a resilient, equitable and sustainable future.

The Faculty of Education is a hub of high impact research and teaching. Home to a number of internationally recognised experts, we are at the cutting edge of teaching and research in our field.

Part of the University of Melbourne's Parkville campus, we are based at 234 Queensberry Street and 100 Leicester Street. Our buildings are designed specifically for graduate education students, offering a range of contemporary learning and social spaces.

Our flagship Master of Teaching is based on a clinical approach to teaching and is a significant shift away from traditional approaches to teacher education. We also offer a range of professional development and higher degree research courses for people working in education and related professions. A large number of significant research projects are based here, and we work closely with local, national and international partners on a wide range of projects across education and related disciplines.

For more information about us, visit: <https://education.unimelb.edu.au/>

7.3 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>.

7.4 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.

7.5 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>