

Position description

Position title:	Executive Assistant to the Chancellor, Chief Operating Officer and the Head of Campus (Ballarat)
School/Directorate/VCO:	Vice-Chancellor's Office
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849535
Further information from:	Ms Diana Ojajune Executive Director, Chancellery Telephone: (03) 5327 6564 E-Mail: d.ojajune@federation.edu.au
Position description approved by:	Ms Diana Ojajune Executive Director, Chancellery

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Executive Assistant (EA) to the Chancellor, Chief Operating Officer (COO) and the Head of Campus (Ballarat) will report to the Executive Director, Chancellery, and is responsible for overseeing the effective and efficient operations of the Office, including effective liaison with people at all levels internal and external to the University. The position will also provide professional administrative and secretarial support, providing executive support for a range of meetings, projects and events, and assisting with the preparation of submissions, reports and correspondence as directed by the Chancellor, COO, Head of Campus (Ballarat) and Executive Director, Chancellery. The incumbent will be required to maintain a high level of confidentiality, and demonstrate discretion, professionalism and the ability to work in a dynamic environment.

Key responsibilities

1. Manage the Chancellor, COO and Head of Campus (Ballarat) diaries and appointments schedules. As the initial point of contact for the Office of the Chancellor, COO and Head of Campus (Ballarat), the position is required to understand the requirements of the various senior staff members' roles and decide which enquiries, scheduled events or meetings are most appropriately allocated to the Chancellor, COO and Head of Campus (Ballarat) time and redirect as required to other appropriate staff.
2. Work collaboratively with the Executive Assistant to the Vice-Chancellor and other executive EA's to ensure the effective coordination of incoming requests, correspondence, meetings and events, and when requested, assist other EA's with workload.
3. Develop, implement and refine procedures to maintain effective and efficient office systems for the administration of the Office of the Chancellor, COO and Head of Campus (Ballarat). Coordinate confidential filing, correspondence and information systems.
4. Provide executive officer support for meetings and events as required by the Chancellor, the COO, Head of Campus (Ballarat) and Executive Director, Chancellery, including scheduling dates for forums/meetings, booking venues, arranging catering, inviting facilitators/presenters, and preparing agendas, agenda papers and minutes or reports.
5. Provide key secretarial services, including the professional presentation of work such as reports, PowerPoint presentations, maintenance of Excel spreadsheets and drafting correspondence requiring an understanding of the issues involved and sensitivity to the requirements of the audience.
6. Coordinate bookings and accommodation arrangements for domestic and international travel for the Chancellor, COO and Head of Campus (Ballarat) and other senior executives as requested, ensuring that University travel and other related policies are adhered to.
7. Prepare and submit the Chancellor, COO, Head of Campus (Ballarat) and the Executive Director, Regional Universities Network (RUN) University Purchase Card accounts on a monthly basis for approval, including reconciling and coding receipts and reconciliation of other financial transactions as required.
8. Provide ad hoc administrative support to other areas of the Portfolio as directed by the Executive Director, Chancellery.
9. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

10. Undertake the responsibilities of the position adhering to:
- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The EA to the Chancellor, COO and Head of Campus (Ballarat) works under the general direction of the Executive Director, Chancellery and will independently coordinate and facilitate the administrative processes for the Office of the Chancellor, COO and Head of Campus (Ballarat) as well as work closely with senior staff across the University and the Sections/Directorates managed by the Chancellor, COO and Head of Campus (Ballarat). The position will be required to assist other EA's in the Vice-Chancellor's Office as required including covering periods of leave.

The position will provide advice to the wider University community on matters pertaining to policies and procedures and external regulations as related to the Chancellor, COO and Head of Campus (Ballarat) and will be required to use initiative, work independently to resolve problems/issues in relation to planning, conflicting priorities and in undertaking projects.

The EA to the Chancellor, COO and Head of Campus (Ballarat) is expected to exercise independence and judgement within the framework of established policies and procedures, and appropriate protocols when dealing with those external to the University. The position is expected to demonstrate professionalism and initiative with respect to liaising with a range of external stakeholders, including industry, government and education partners, and for coordinating meetings and events as needed.

Training and qualifications

Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one years subsequent relevant work experience; or completion of a diploma qualification and at least two years subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The EA to the Chancellor, COO and Head of Campus (Ballarat) reports directly to the Executive Director, Chancellery and works closely with and takes direction from the Chancellor, COO and Head of Campus (Ballarat). The position will be required to possess, or demonstrate the capacity to rapidly acquire, strong organisational knowledge including a detailed knowledge of relevant policies and the interrelatedness of policies and activities. The position works closely with the Vice-Chancellor's Office, senior executives of the University and a range of internal teams including Finance, Human Resources, Corporate Communications and Marketing.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Relevant demonstrated administrative experience, working with senior executives.
3. Demonstrated ability to utilise initiative, exercise independent judgement and make decisions under general direction and an ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
4. Demonstrated interpersonal and communication skills at a senior level, and experience as an Executive Officer to committees with the proven ability to communicate effectively to a diverse range of people.
5. Demonstrated organisational skills in order to manage time effectively and maximise productivity as well as an ability to summarise and present information.
6. Advanced ICT competency including the ability to utilise a full range of software packages (Adobe, word processing, spreadsheets and PowerPoint).
7. Demonstrated understanding of and commitment to a team approach.
8. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.