EXECUTIVE AND COMMUNICATIONS OFFICER

DEPARTMENT/UNIT Institute for Safety, Compensation and Recovery Research

FACULTY/DIVISION Office of the Vice-Provost (Research)

CLASSIFICATION HEW Level 6

WORK LOCATION 1 Malop St, Geelong

ORGANISATIONAL CONTEXT
Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Vice-Provost (Research) makes a significant contribution to the University’s commitment to excellence and diversity and provides strategic leadership in the advancement and success of the University’s research endeavours. Responsibilities include enhancement of the University’s research performance; ensuring responsible research practice, integrity and compliance with the Australian Code for the Responsible Conduct of Research; delivering on the relevant components of the research strategy; and proactively responding to changes in government policy relating to research activities.

The Institute for Safety Compensation and Recovery Research (ISCRR) was established in 2009 and is a collaboration between Monash University and WorkSafe Victoria (WorkSafe). WorkSafe is the state’s regulator of workplace health and safety and workers’ compensation system. ISCRR is a multi-disciplinary research and knowledge translation institute that has developed an innovative collaborative research model, which seeks to create knowledge and influence thinking so that people can lead healthier lives. ISCRR conducts and facilitates research that supports WorkSafe to drive improvements in health and social outcomes in occupational health and safety, rehabilitation and compensation practice.

POSITION PURPOSE
The Executive and Communications Officer provides a range of high-level administrative services to support ISCRR’s program of work. The position works closely with internal and external stakeholders to ensure smooth and professional operation of ISCRR’s activities including acting as the office manager for the Geelong office, undertaking a variety of general administrative duties to meet ISCRR’s operational demands, and providing executive-level support to the Director and associated committees. The Executive and Communications Officer also provides administrative support to the Research Communications and Translation function by coordinating internal communications such as website updates, events, and related projects.

The Executive and Communications Officer operates with excellence in process and judgement to provide sound and timely advice and executive support to clients, staff and other stakeholders.
Reporting Line: The position reports to the Research Communications and Translation Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of executive support, administration and governance services including: providing specialist advice, facilitating communication and work flow, producing and editing written communications, serving as the Geelong office manager, and co-ordinating and supporting seminars, meetings and working groups including taking and preparing minutes and implementing and following-up action items

2. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including organising and facilitating meetings and communication

3. Undertake research, investigate options and provide recommendations and advice on a range of administrative issues

4. Actively participate in continuous improvement activities to streamline processes and facilitate administrative efficiency

5. Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow

6. Develop a range of communication materials including developing content for the website and associated maintenance, uploading materials and preparing documents for publication

7. Working with the Manager Research Communications and Translation, summarise research material and produce communication materials for a variety of stakeholders

8. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication, understand business needs and deliver effective, consistent services

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:

   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience providing excellent and professional administrative and executive support services in a busy and complex environment

3. Strong administrative skills, including demonstrated accuracy and attention to detail, ability to draft and preparing a range of documentation and appropriately handle confidential and sensitive information

4. Excellent time management and organisational skills with the ability to set priorities and meet deadlines

5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, sound judgment and initiative

6. Excellent analytical and problem-solving skills
7. Excellent interpersonal and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues

8. Excellent writing and proofreading skills, including experience in writing for different media and target audiences, and developing written material derived from scientific research reports

9. Advanced computer literacy with the ability to use MS Office software (including Excel, Visio and Access, Powerpoint), and referencing software (EndNote)

10. Knowledge and experience working within a University, public or corporate environment or similar large and complex organisation and an understanding of stakeholder relationship management and the research sector

OTHER JOB-RELATED INFORMATION

- This position is based in Geelong but regular (weekly) travel to the Institute’s Melbourne office will also be required and can be negotiated
- Travel to other Australian campuses of the University will be required from time to time
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.