EXECUTIVE OFFICER

DEPARTMENT/UNIT: School of Physics and Astronomy
FACULTY/DIVISION: Faculty of Science
CLASSIFICATION: HEW Level 7
DESIGNATED CAMPUS OR LOCATION: Clayton campus

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 five Schools of the Faculty of Science offer a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. The Faculty of Science has a strong research reputation. The Faculty’s research spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. To learn more about the Faculty of Science, please visit www.monash.edu/science.

Located within the Faculty of Science, the School of Physics and Astronomy aims to position itself as one of the top physics and astronomy research and teaching departments in Australia. The School is committed to teaching and research of the highest quality in astronomy, astrophysics, experimental physics, and theoretical physics. We are strongly committed to improving the diversity of our staff and students, and promoting a culture of equality, fairness, respect and openness. For more information please visit: www.monash.edu/science/schools/physics.

The ARC Centre of Excellence in Future Low-Energy Electronics Technologies (FLEET) is an international innovator in novel electronics technologies. Enabled by the new science of atomically thin materials, FLEET brings together over 40 world-leading experts to develop a new generation of ultra-low power devices. The team is highly interdisciplinary with researchers from atomic physics, condensed matter physics, materials science, electronics, nanofabrication and atomically thin materials.

With over $40M investment from the ARC and collaborating organisations, FLEET is poised to make significant global impact in the electronics and energy sectors. By building strategic and strong partnerships with Australian and international industry, research institutions and government, FLEET aims to build capacity for advanced electronics research in Australia and train the workforce for the next generation of electronic materials researchers and future semiconductor industry. At FLEET, we are committed to equity and diversity by building a respectful and inclusive work environment. To learn more about FLEET, please visit our website: fleet.org.au.
POSITION PURPOSE

The Executive Officer provides a range of complex administrative, project and governance services to support the FLEET Executive Committee as directed. The FLEET Executive Officer will play a critical role in supporting the Executive Committee, with membership across seven nodes, to deliver key services and initiatives.

The FLEET Executive Officer provides administrative support to FLEET Special Governance Committees, and will also coordinate reporting activities with administrators across all seven FLEET nodes, implementing and overseeing a reporting database, ensuring timely compliance from all nodes, and providing key inputs to Centre reports.

In addition, the FLEET Executive Officer will provide grant and contract administrative services, support events and promotional activities, and act as a conduit between senior management, stakeholders and colleagues.

Reporting Line: The position reports to the FLEET Chief Operating Officer, under broad 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 as subject matter expert, facilitating communication and work flow, producing and editing papers, briefings, presentations and other correspondence and co-ordinating seminars, meeting and working groups

2. Coordinate the operation of a complex function or service including undertaking and coordinating promotional activities, providing executive-level support to committees and projects and implementing and following-up action items

3. Coordinate the reporting activities across the FLEET nodes, including implementing and maintaining administrative databases and information on performance of KPIs

4. Undertake budget and resource management reporting, including preparing budget reports and analysis and monitoring financial performance / expenditure

5. Provide grant and contract administrative support, including high level assistance to researchers applying for funding opportunities

6. Act as a conduit between senior management, stakeholders and colleagues including devising solutions, strategies and plans to address a range of complex issues

7. Undertake research, data analysis and strategic reporting for key internal and external stakeholders

8. Initiate and implement continuous improvement activities to streamline processes and facilitate administrative efficiency

9. Co-ordinate and support projects and events, review and develop policy and procedure, and oversee compliance and quality processes relevant to the functional area

10. Build and sustain effective working relationships with an extensive network of internal and external stakeholders to facilitate communication, understand business needs and deliver consistent and streamlined services

11. Other duties as directed from time to time
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree qualification in a Science, Technology, Engineering or Mathematics field with extensive relevant experience; or
   - extensive experience and management expertise in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience in providing high-quality professional support services in a university-based research centre

3. Demonstrated experience and expertise in financial administration

4. Excellent administrative skills, including ability to administer a function or service, provide specialist advice, draft and prepare a range of documentation and appropriately handle confidential and sensitive information

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

6. High-level analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues

7. Excellent written and verbal communication skills, including the ability to advise and negotiate at high levels and respond positively when resolving issues

8. Advanced computer literacy, particularly with current business management software packages and their various application capabilities

9. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgment and initiative

10. Demonstrated experience in science communication, and/or science outreach activities, or the capability to develop these skills

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- 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
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.