EXECUTIVE ASSISTANT

DEPARTMENT/UNIT
Department of Civil Engineering

FACULTY/DIVISION
Faculty of Engineering

CLASSIFICATION
HEW Level 5

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 Faculty of Engineering is one of the largest in Australia, renowned worldwide for the quality and calibre of our teaching, research and graduates. We offer a comprehensive range of undergraduate, graduate, postgraduate and higher degree by research programs in a wide range of engineering disciplines. Our research activities provide a platform for establishing a thriving educational enterprise and our staff are committed to creating a dynamic learning environment. The research activities range from fundamental studies to research with a strong applications orientation. To learn more about the Faculty of Engineering, please visit our website.

The Department aims to provide high quality Civil Engineering education, research and professional services globally for the mutual benefit of the students, the staff, the University, industry, the profession and the wider community. We offer several undergraduate degrees as well as postgraduate coursework degrees via Off-Campus Learning. The Department actively pursues innovative and significant multi-disciplinary research to address the challenges for engineering in the 21st century. For more information about us and the work we do, please visit our website.

POSITION PURPOSE
The Executive Assistant provides a range of effective secretarial, administrative and office management services to support the operations of the office of the Head of Department, Civil Engineering, and other senior managers and colleagues.

The Executive Assistant undertakes key support functions to ensure the smooth and professional operation of the office including: drafting correspondence, facilitating communication, scheduling meetings, providing secretarial support for committees and working groups, managing and screening telephone calls, diary management and liaising with university staff and external bodies.
The Executive Assistant also provides general administrative support for projects and events and has a focus on excellence in process and judgement to provide sound and timely advice and executive support.

**Reporting Line:** The position reports to the Department Manager under general supervision

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

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**KEY RESPONSIBILITIES**

1. Provide a range of confidential administration services to support senior management including: effective office operations, screening telephone calls and emails, responding to and referring on queries, calendar management, booking travel and accommodation, overseeing communication and workflow, drafting and preparing documents and arranging events such as workshops, functions and conferences.

2. Provide executive support to committees and working groups including organising venues and events, preparing and distributing agendas and meeting documents, taking and preparing minutes and ensuring follow-up items are executed.

3. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication.

4. Integrate information from various sources to prepare, compose, draft and letters, memos, administrative reports, presentations, minutes and other documents.

5. Contribute to and implement continuous improvement activities to streamline processes and facilitate administrative efficiency.

6. Maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow.

7. Maintain effective working relationships with clients, colleagues, and other stakeholders to support and facilitate consistent and streamlined services.

8. Other duties as directed from time to time.

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**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A tertiary qualification in a relevant field; or
   - substantial relevant skills and work experience; or
   - an equivalent combination of relevant experience and/or education/training.

**Knowledge and Skills**

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

3. Demonstrated time management and organisational skills, including the ability to set priorities, manage calendars, meetings and bookings and plan work to meet deadlines.

4. Ability to draft a range of correspondence, presentations and reports, with excellent attention to detail and accuracy.

5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative.
6. Demonstrated analytical and problem-solving skills

7. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

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

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.