EXECUTIVE OFFICER

DEPARTMENT/UNIT School of Public Health and Preventive Medicine
FACULTY/DIVISION Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION HEW Level 6
DESIGNATED CAMPUS OR LOCATION 553 St Kilda Road

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 Medicine, Nursing and Health Sciences, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We’ve made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We’re recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit www.monash.edu/medicine.

Monash School of Public Health and Preventive Medicine is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.
POSITION PURPOSE

The Executive Officer provides a range of high-level secretarial, administrative and office management services to support the operations of the office of the Head of School.

The Executive Officer undertakes key support functions to ensure the smooth and professional operation of the office including: drafting and editing correspondence, papers and reports, facilitating communication and workflow, scheduling meetings, event coordination, providing secretarial support for committees and working groups, managing and screening telephone calls, diary management and liaising with university staff, health services professionals and external bodies.

The Executive 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 Head of School

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of executive support and office administration services including: facilitating communication and workflow, producing and editing papers, briefings, presentations and other written advice, calendar and travel management, meeting coordination, applying and advising on policy and coordinating events such as workshops, functions and conferences

2. Provide executive support services to committees, working groups and projects, including organising venues, preparing agendas and meeting documents, taking and preparing minutes and implementing and following-up action items

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

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

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

7. Work closely with the health service and other research institutes in the precinct

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

9. Other duties as directed from time to time

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. Experience working with the health service and supporting health related projects

6. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative

7. Excellent analytical and problem solving skills

8. Excellent written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues

9. 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.