EXECUTIVE OFFICER

DEPARTMENT/UNIT
Dean Faculty of Education

FACULTY/DIVISION
Faculty of Education

CLASSIFICATION
HEW Level 7

WORK 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 Education is nationally and internationally recognised for excellence in teaching and research. Operating across two campuses, we offer a diverse and innovative curriculum that responds to international and local community needs, producing graduates who lead professional practice, public debate, policy and community action around the world.

Among our programs are undergraduate and Masters teacher education degrees in early childhood, primary, secondary education, a wide range of postgraduate coursework and Graduate Research programs in education, counselling, psychology and educational and organisational leadership. We have a vibrant research culture, and we are known for our openness to multidisciplinary critical research and our commitment to finding solutions to the key educational problems of our time.

For more information about the Faculty, please visit our website: www.education.monash.edu.au/

POSITION PURPOSE
The Executive Officer provides a range of complex administrative and governance services to support the Governance Portfolio in the Office of the Dean. The Executive Officer is a key liaison point between the portfolio, university and internal and external client groups, and works closely with internal partners such as the University Privacy Officer, Academic Course Governance and Policy, to ensure alignment with the Faculty’s strategy.

The Executive Officer coordinates and delivers services including maintaining the Faculty policy bank, legal compliance schedule and acting as Faculty Privacy Officer; assisting with course accreditation submissions to professional bodies; management of the Faculty’s record management practices, including use of TRIM and provides executive-level support to committees and working groups. The position also provides specialist advice that contributes to the advancements of the Faculty’s governance objectives.
Reporting Line: The position reports to Senior Governance and Quality Assurance Manager who will provide broad supervision

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget 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 Faculty governance including providing executive-level support to committees and projects and implementing and following-up action items

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

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

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

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

7. 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

8. Undertake the role of Faculty Privacy Officer including regularly auditing and reviewing the Faculty’s current privacy practices to ensure compliance and act as the key contact to Faculty staff on privacy compliance requirements and handle all enquiries in relation to privacy from University and external agencies

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - A degree qualification in a relevant 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. Extensive experience providing high-level administrative support and advisory services in a busy and complex environment

3. 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

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

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

6. Excellent written and verbal communication skills, including the ability to advise and negotiate at high levels and respond positively when resolving issues
7. Advanced computer literacy, including experience using business software such as Microsoft Office
8. Demonstrated high level knowledge of the University governance processes and procedures
9. Knowledge of Privacy and Copyright legislation and Records Management principles
10. Knowledge of quality assurance processes

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

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.