SCHOOL EXECUTIVE COORDINATOR

DEPARTMENT/UNIT
School Support

FACULTY/DIVISION
Faculty of Arts

CLASSIFICATION
HEW Level 6

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.

Monash Arts is one of the largest, most diverse and dynamic arts faculties in Australia, with particular strengths in the humanities, performing arts, languages and social sciences. We encourage the development of innovative studies that operate at the intersection of traditional academic disciplines. The Faculty delivers programs both in Australia and offshore, with courses ranging from undergraduate diplomas and degrees through to postgraduate coursework and research degrees. Monash Arts is justly proud of the research capacity of its staff, who work at the cutting edge in their fields and carry this expertise and enthusiasm into their teaching. To learn more about Monash Arts, please visit our website: www.future.arts.monash.edu/

POSITION PURPOSE
The Executive Coordinator provides a range of high-level administrative and governance services to support the Head of School and School Manager. The position works closely with internal partners to ensure smooth and professional operation of the School including management of the sessional appointment and timesheet process, School web updates, School intranet and provides executive-level support to committees and working groups. The Executive Coordinator also provides administrative support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the School and Faculty of Arts.

The Executive Coordinator operates with excellence in process and judgement to provide sound and timely advice and executive support to, staff and other stakeholders.

Reporting Line: The position reports to the School Manager under general direction

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, facilitating communication and work flow, producing and editing papers, briefings, presentations and other correspondence and co-ordinating and supporting projects, seminars, meeting and working groups.

2. Provide high-level administrative support to the Heads/Directors ensuring effective delivery of a full range of executive support including correspondence, travel arrangements, credit card acquittal, office systems and diary management.

3. Coordinate the administrative processes associated with the sessional appointment lifecycle including time sheet administration and contract management in consultation with School Manager.

4. Coordinate and administer executive support to committees, taking and preparing minutes and implementing and following-up action items.

5. Participate in the coordination of events, assisting the School Manager and relevant academic, to ensure all events are in accordance with best practice guidelines and University policy and procedure within agreed standards and timelines.

6. Liaise with and act as conduit between senior managers, stakeholders, colleagues and clients on a variety of organisational matters including.

7. Undertake research, investigate options and provide recommendations to participate in continuous improvement activities to streamline processes and facilitate administrative efficiency.

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

9. Build and sustain effective working relationships with a network of internal and external stakeholders 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, judgement and initiative.

6. Excellent analytical and problem solving skills, including a demonstrated ability to identify opportunities for continuous improvement and work collaboratively to develop and implement solutions.

7. Excellent 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.

9. Maintain service standards and deliver effective service to clients, including prompt issues resolution, monitoring quality of services and processes and developing strategies for improvement.

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.