Position Description

Title: Executive Assistant
HEW Level: HEW 7

Faculty/Office: Office of the Vice Chancellor
Position Number:

Department/Team: Office of the Vice Chancellor
Date: September 2018

Position Purpose: To provide executive support to the Vice-Chancellor.

ORGANISATIONAL CONTEXT

The Vice-Chancellor is the chief executive of the University, with overall responsibility for its academic, research, administrative, financial and development strategies. The Vice-Chancellor is tasked with promoting the interests and furthering the development of the University.

The Office of the Vice-Chancellor (OVC) provides the Vice-Chancellor with a wide range of executive and administrative support to enable effective and efficient leadership of the University. Activities in the Office include all aspects of administration of a complex busy executive environment, as well as project management, policy development, liaison with the Executive Group, liaison with peak bodies and government agencies, public relations and communications support.

The Office is responsible for providing the Vice-Chancellor with the information, data and support required to make critical business decisions, decide on policy, manage relationships with key stakeholders (internal and external) and develop strategy. Senior members of the Office also work collaboratively with other offices of the University on specific projects of key strategic importance to the University or, on occasion, such senior members of the OVC may lead projects.

ORGANISATION CHART

Vice-Chancellor

Director & Chief of Staff
Executive Group

Executive Officer
Communications Coordinator

Executive Assistant to the VC
Administration Officer

Events & Protocol Officer
Graduate Intern

Project Administrator
**KEY ACCOUNTABILITIES**

- Manage and maintain the Vice-Chancellor’s electronic diary.
- Plan, book and manage the Vice-Chancellor’s complex international and domestic travel schedule.
- Organise on and off-site meetings including arranging all bookings, catering, transport, appropriate resourcing, travel and accommodation.
- Liaise with stakeholders both internal and external.
- Prepare relevant documentation required by the VC for boards, committees, conferences and other commitments.
- Liaise with staff in relevant areas to ensure appropriate flow of information.
- Research and source background material for meetings and conferences.
- Provide status updates relating to events, meetings and other activities.
- Have experience in delivering end-to-end event management for small, high-end events on and off-site.
- Prepare confidential correspondence for internal and external stakeholders.
- Maintain office documentation and filings systems.
- Comply with relevant EEO and OHS regulations.
- Perform any other duties as required and as appropriate for the incumbent’s level of competence.

**POSITION CONTEXT**

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<tr>
<th>Reports to:</th>
<th>Director and Chief of Staff, Office of the Vice-Chancellor</th>
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<td>Positions Reporting to:</td>
<td>Nil</td>
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| Key Direct Clients: | • Vice-Chancellor  
  • Chief of Staff |
| Other Key Relationships: | • Executive  
  • Heads of Office, Heads of Dept, Senior Managers  
  • Faculty General Managers, Executive Assistants to DVCs |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Nil |
| Scope and autonomy | Develops and modifies processes, procedures, systems and/or techniques for the work area and/or contributes to the development of University-wide systems, processes and procedures. |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
<td>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Computer skills including Microsoft.
- Relevant senior experience.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of Office of the Vice Chancellor and Executive team functions and structure.
- Knowledge of Office of the Vice Chancellor and Executive team policies, systems, processes and procedures.
- Knowledge of how the University works and how relevant functions across the University interrelate.

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Providing administrative support to senior management in large complex organisation/s.
- Managing a remarkably full and fluid diary.
- Working with travel providers in arranging intricate multi-country itineraries.
- Well-developed communication and interpersonal skills, both written and verbal in order to liaise with people at all organisational levels.
- High levels of professionalism and discretion in working with sensitive and confidential matters.
- Ability to prioritise conflicting demands and work under pressure.
- Ability to work in a team.
- Strong computer skills.