Position Description

**College/Division:** College of Engineering & Computer Science

**Faculty/School/Centre:** School of Cybernetics

**Department/Unit:**

**Position Title:** Executive Assistant

**Classification:** ANU Officer 5 (Administration)

**Position No:** 32445

**Responsible to:** Executive Officer, School of Cybernetics

**Number of positions that report to this role:** 0

**Delegation(s) Assigned:** D8

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**PURPOSE STATEMENT:**

The ANU College of Engineering and Computer Science has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the ANU 2025 strategic plan and the CECS Strategic Intent – we have a unique set of national responsibilities and an obligation to have a degree of impact befitting the only national university.

The School of Cybernetics is the first new school created at ANU this century. It is a new organisation built on a much older idea. The theory of cybernetics first found form in the 1940s and 1950s as a response to the rapid outgrowth of computing technology following World War II. As a field, it fused maths, engineering, and philosophy with biology, psychology, and anthropology, among many others. It was robustly interdisciplinary before that term was in common currency. It theorised an approach to next-generation computational systems that encompassed technology, culture, and the environment. This new School of Cybernetics will build on the history of the field and the foundational work of the Autonomy, Agency, and Assurance Innovation Institute (3Ai). This is an opportunity to establish an innovative and forward-looking intellectual agenda, built on a diverse, inclusive culture.

The School of Cybernetics has currently defined four broad focus areas, or activity clusters – Strategic Services, the 3A Institute, Systems and Design. Each cluster will have a Lead who is responsible for leading the education, research and engagement activities in their area. This structure will allow for the concentration of resources and activities with a consequentially increased potential for meaningful impact, but all clusters will work in an integrated way, with staff engaging in activities across all four clusters in their day-to-day work.

In support of the school’s strategic activities, the Executive Assistant provides quality administrative and executive support to the Director and school. They work closely with their colleagues in the School and University to ensure the effective and efficient delivery of administrative and operational excellence.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**

The Executive Assistant is responsible for providing administrative and executive support to the Director in a fast-paced environment, ensuring efficient day-to-day operations and liaising with staff, students, visitors, and external stakeholders. They are the first point of contact for all enquires to the Director’s office and responsible for providing committee support to various functional and cross-functional committees.

This position sits within the School of Cybernetics and reports directly to and works in close partnership with the Executive Officer of the school. The Executive Assistant works collaboratively with the professional and academic staff within the school, broader college and university and external stakeholder groups, such as industry and government. It is expected that all members of the school community will contribute cooperatively to the overall intellectual life of the school.
Role Statement:
Under broad direction, the Executive Assistant will:

- Act as the first point of contact for enquiries, managing the flow of incoming and outgoing written correspondence and phone calls, providing advice on a range of policies and procedures, escalating enquiries when needed and ensuring compliance with university policies and procedures for the matters processed through the office.

- Provide quality executive assistance including, but not limited to:
  - Diary management, coordinating appointments and proactively resolving conflicting demands and commitments.
  - International and domestic travel coordination, providing assistance on the online Travel Approval process and ensuring flight and accommodation booking in accordance with university policies and local area protocols.
  - Processing and/or coordinating purchase card reconciliations, reimbursements of expenses and other financial processes as required.
  - Coordinating various projects, including planning and prioritising tasks and liaising with stakeholders to ensure timely project delivery.
  - Undertaking background research, collating, analysing and presenting data to inform executive briefs and discussion papers on key issues.

- Provide secretarial and meeting support as requested, including producing agendas, collating, reviewing and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes.

- Manage events, including booking venues and equipment, liaising with external providers and contract management, arranging catering, liaising with participants and coordinating travel, accommodation and immigration aspects, as required.

- Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.

- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:
The breadth and depth of the roles are illustrated in the below selection criteria. While candidates should ideally meet all selection criteria, the School of Cybernetics will consider all applications that demonstrate alignment with its mission.

1. Demonstrated experience in an executive support or administrative role or an equivalent combination of relevant experience and education/ training.
2. Demonstrated high level customer service and communication skills with experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.
3. Proven organisational skills and ability to prioritise own workload and to use sound judgement, managing competing demands and deadlines and delivering high-quality outcomes.
4. Proficiency using the MS Office suite, especially Outlook and Word. Experience with online data management platforms will be highly regarded.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature: Date: 29/10/21
Printed Name: Gabrielle Vannithone Uni ID: u4848608

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346
FOR ASSISTANCE PLEASE CONTACT HR DIVISION PH. 6125 3346
Role Statement:
Under broad direction, the Executive Assistant will:

- Act as the first point of contact for enquiries, managing the flow of incoming and outgoing written correspondence and phone calls, providing advice on a range of policies and procedures and ensuring compliance with University policies and procedures for the matters processed through the office, investigating and resolving issues, when needed.
- Provide high quality executive assistance including, but not limited to:
  - Diary management, coordinating appointments and proactively resolving conflicting demands and commitments.
  - International and domestic travel coordination, providing assistance on the online Travel Approval process and ensuring flight and accommodation booking in accordance with University policies and local area protocols.
  - Coordinating purchase card reconciliations, reimbursements of expenses and other financial processes as required, including monitoring the Office budget.
  - Coordinating various projects, including planning and prioritising tasks and liaising with stakeholders to ensure timely project delivery.
  - Undertaking background research, collating, analysing and presenting data to inform executive briefs and discussion papers on key issues.
- Provide secretarial and meeting support as requested including producing agendas, collating, reviewing and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes.
- Manage events, including booking venues and equipment, liaising with external providers and contract management, arranging catering, liaising with participants and coordinating travel, accommodation and immigration aspects, as required.
- Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skillimg.

SELECTION CRITERIA:
The breadth and depth of the roles are illustrated in the below selection criteria. While candidates should ideally meet all selection criteria, the School of Cybernetics will consider all applications that demonstrate alignment with its mission.

1. A degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training. Relevant experience in an administrative role in a complex environment in industry, government agencies, philanthropists, NGOs, research, and education institutions. Experience within a university or start-up environment will be highly regarded.
2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management. Project coordination experience is required.
4. Proven organisational skills and ability to prioritise competing demands and to work effectively both independently and collaboratively and to supervise a team, meeting deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.
The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

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<td>Printed Name:</td>
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<td>Uni ID:</td>
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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards

For assistance please contact HR Division Ph. 6125 3346
Pre-Employment Work Environment Report

Position Details

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In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name: Gabrielle Vannithone  
Date: 28/10/2021

For assistance please contact HR Division Ph. 6125 3346