POSITION DESCRIPTION

Executive Assistant
UNSW Business School

Position Level
Level 6

Faculty/Division
Business

Position Number
ADMIN ONLY

Original Document creation

Position Summary

UNSW Business School is a leader in business education and research in the Asian region and one of the largest Business Schools in Australia with more than 16,500 students, 500 academic and professional staff and more than 80,000 alumni and partners. The Business School offers a full suite of business degree programs at undergraduate, postgraduate, coursework and research levels, including the AGSM MBA programs and a range of Executive Programs. Its direction is guided by a business advisory council of leading CEOs, chairpersons and other business leaders.

The Business School’s reputation is built on its outstanding staff, students and alumni and a cultural diversity which ensures an international focus. It also has a long history of deep industry engagement, and takes pride in the impact it has through its educational and research activities. The School is frequently ranked among the top 50 in the world, and in some areas among the top 20, according to global indicators. For further information, see: https://www.business.unsw.edu.au/

The Executive Assistant will provide proactive business support to the Senior Deputy Dean (Education & Student Experience) (SDD) of UNSW Business School, who is also part of the Senior Management Team (SMT) and who has oversight of the Education Portfolio of the Business School. The position will ensure administrative matters are actively prioritised, handled efficiently and that activities are managed to enable the leadership team to make the most effective use of their time, effort and energy.

The role of Executive Assistant reports to the SDD and has no direct reports.

Accountabilities

- Provide high-level executive support and administrative assistance, exercising discretion, initiative and confidentiality to support the SDD.
- Complex diary management and agile management of competing priorities for the SDD.
- Document Management; collate pre-reading materials, assist in the review of papers to ensure any items the SMT member is accountable for are prioritised and actioned in a timely manner.
• Drafting of correspondence; creation of briefing notes, documents, reports and presentations.
• Act as the first point of contact for internal and external stakeholders, maintain effective channels of communication, analyse requests, filter correspondence and prioritise urgent and often sensitive matters on behalf of the SDD.
• Liaise with the SDD's direct reports and more generally across the Education Portfolio of the Business School, particularly in relation to hiring, personnel, expenses, budgets, and operations.
• Coordination and planning of meetings, including compiling agendas and other documents, prepare minutes and follow up on allocated or outstanding meeting tasks.
• Coordinate any travel and associated requirements in accordance with the University's policies and procedures.
• Provide business support to other members of the SMT on an ad hoc basis and support and collaborate with the other EAs and staff in the Business School and across the University
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience
• Relevant tertiary qualification or an equivalent knowledge gained through any other combination of education, training and/or 5 + years executive assistant experience.
• High-level organisational skills and proven ability to deal with multiple tasks, establish priorities and meet deadlines.
• Proven experience with complex diary management and high attention to detail.
• Demonstrated experience working with a high degree of confidentiality and integrity, and the ability to work flexible hours, as required.
• Excellent oral and written communications skills and the ability to liaise effectively with all levels of staff, students, management, and external stakeholders.
• Demonstrated ability to identify, analyse, innovate and solve complex administrative problems to provide accurate and appropriate outcomes.
• Proven ability to take the initiative and anticipate and respond to business requirements.
• Work within a team environment to deliver high quality outcomes and service excellence.
• Advanced level of computer literacy with excellent skills in Microsoft Office applications, particularly, Outlook, Teams, Word and PowerPoint, and familiarity with desktop publishing, dashboards, and (desirable) knowledge of university systems.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.