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POSITION DESCRIPTION

Executive Assistant

Position Level	6
Faculty/Division	Division of Research & Enterprise
Position Number	<i>ADMIN ONLY</i>
Original document creation	July 2022

Position Summary

The Division of Research & Enterprise at UNSW is responsible for the strategic research direction and overall research performance of the University, and in particular, maintaining and advancing the University's profile in research and research training, as well as technology transfer.

The Office of the Pro-Vice-Chancellor (Research Infrastructure) and reporting units are responsible for providing strategic leadership and oversight of the centrally managed shared research facilities at UNSW, including the Mark Wainwright Analytical Centre (MWAC), Research Technology Services (which provides High Performance Computing and Data Services), Animal Services and Research Imaging NSW units. The overall aim of the office is to ensure that UNSW researchers have access to the research environment and world-class infrastructure needed to undertake their research and achieve research excellence.

The Executive Assistant to the PVCRI is responsible for providing high level support to the Pro-Vice-Chancellor (Research Infrastructure), ensuring that all administrative matters are prioritised and handled efficiently and effectively and with a high level of confidentiality and professionalism. The Executive Assistant also provides administrative support and assistance on projects to members of the PVCRI team. The role requires working with staff in UNSW Divisions and Faculties, the University Community, and external stakeholders, to ensure that the Division of Research & Enterprise develops and implements strategies to continually improve the quality and breadth of service delivery, with the overall aim of supporting world-class research across UNSW.

The Executive Assistant reports to the PVCRI and may have project-specific direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high level executive support to the Pro Vice-Chancellor (Research Infrastructure) in delivery of all aspects of the portfolio including assisting in report writing and preparation of responses,

monitoring the progress of a range of strategic and operational issues and ensuring any follow-up action is undertaken in a timely manner.

- Efficient and effective management of all matters associated with the day-to-day activities of the Pro Vice-Chancellor (Research Infrastructure), including calendar, meeting and committee management.
- Support the staff of the PVCRI office and related units, undertaking specific projects and providing committee and event support where required to achieve operational and strategic goals.
- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, interpreting requests and prioritising correspondence.
- Develop strong working relationships with key administrative staff in the Division of Research & Enterprise, and provide high-level administrative support to Division activities and initiatives as required.
- Support a team environment and a culture of continuous improvement within the office, establish and maintain appropriate systems including document control and procedures to enhance the accuracy, timeliness and presentation of the work. Ensure that the office operates in accordance with University policy and procedures.
- Identify and recommend business improvement opportunities in consultation with the Pro-Vice Chancellor (Research Infrastructure) to streamline processes and facilitate administrative efficiency in relation to procedures and systems.
- Maintain up-to-date knowledge pertaining to the University and Office activities and current initiatives and where appropriate bring any relevant issues to the attention of the PVCRI.
- Liaise with key individuals and agencies, within and outside the University, ensuring effective information flow and collaboration.
- Ensure a high level of discretion and tact is maintained with confidential and sensitive information.
- 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 and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualifications with experience providing executive and administrative management support or an equivalent level of knowledge gained through education, training and/or experience. Experience in research administration in higher education would be well regarded.
- High level of interpersonal skills with a customer service focus and the ability to negotiate and liaise with a diversity of stakeholders at all levels across the organisation.
- Project-management skills and demonstrated ability to work independently as well as in project teams.
- Demonstrated written and verbal communication skills, including the ability to produce a wide range of written communication such as reports and procedures.

- Excellent time management and organisational skills with the ability to manage the delivery of services and operations within strict timelines and competing deadlines while maintaining quality and accuracy.
- Proven experience with complex diary management with a high level of attention to detail.
- Experience in handling sensitive and confidential matters and demonstrated ability to exercise good judgment in decision-making and referral of matters to senior management as appropriate.
- A performance-oriented approach with a demonstrated ability to prioritise tasks, be strategic and solve problems independently in a high volume work environment.
- Experience in managing credit card reconciliations and procurement.
- Advanced level computer literacy working with a range of systems and applications, including Microsoft Office suite, databases, Outlook, and demonstrated ability to learn and implement new systems.
- Demonstrated ability to work collaboratively and productively within a team, but also take initiative and work independently while managing competing demands.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.