POSSESSION DESCRIPTION

Executive Assistant

Position Level                  | Level 6/7
Faculty/Division               | Office of the VC
Position Number                | 00105269
Original document creation    | May 2022

Position Summary
The Executive Assistant is part of the Vice-Chancellor and President’s office responsible for the delivery of high level executive administrative support to the Vice-Chancellor.

The role of the Executive Assistant to the Vice-Chancellor reports to the Chief Operating Officer and has no direct reports. There are two Executive Assistants in the Vice-Chancellor’s office who work closely to manage the workflow through the office.

Accountabilities
Specific accountabilities for this role include:

Level 6

- Provide high quality and proactive administration services, delivering accurate, timely and consistent support, referring matters to more senior support staff as appropriate.
- Ensure all administrative matters are prioritised and handled efficiently, exercising discretion, initiative and high level of confidentiality at all times.
- Maintain professionalism in all communication and interactions with members of the Office of the Vice-Chancellor, UNSW Executive Team, Deans and the broader UNSW community and external stakeholders.
- Undertake any additional activities as required by the Vice-Chancellor and the Chief Operating Officer and make a positive contribution to the Vice-Chancellor’s Office through project work, meetings, and other activities.
• Work with the Senior Executive Assistant to ensure efficient and accurate diary management including scheduling of meetings and prioritising of appointments and engagements for the Vice-Chancellor.

• Manage the Vice-Chancellor’s internal engagement initiatives throughout the year including, Faculty, Division and School visits, and events for the University’s Academic Staff as well as oversight of events involving the Vice-Chancellor.

• Manage the Vice-Chancellor’s Office filing systems and official correspondence to meet the requirements of the University’s record keeping policy.

• Prepare meeting papers and briefing documents as requested.

• Assist to arrange the Vice-Chancellor’s interstate and overseas travel.

• 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.

Level 7 (in addition to the above)

• Identify and implement effective processes and procedures to ensure business improvement opportunities to streamline and facilitate administrative efficiency in the running of the office.

• Provide proactive executive support to the Vice-Chancellor and ensure the appropriate background and briefing materials are organised and provided in advance of meetings.

• Drive, coordinate and execute delivery of various small projects, initiatives and other ad hoc programs to achieve operational and strategic goals.

• Maintain effective channels of communication, analyse requests, filter correspondence and prioritise urgent matters.

• Act as a first point of contact for internal and external stakeholders, including senior tertiary and government executives.

• Undertake complex and confidential diary, email, and document management, including the monitoring and prioritising of emails, and drafting official correspondence.

• Establish and maintain executive relationships and build trust with senior executive staff.

• Perform adhoc duties and provide coverage for the Senior Executive Assistant as required.

• Provide advice and direction on the interpretation of UNSW Policies and Procedures and apply to all activities as appropriate.

Skills and Experience

Level 6

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- Demonstrated ability to work under pressure with sensitive and confidential matters and ability to identify, analyse and solve administrative problems to provide accurate and appropriate outcomes.

- Excellent interpersonal skills with the ability to develop positive relationships with stakeholders at all levels and work effectively in a team environment.

- Excellent time management skills, with a demonstrated ability to set and respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

- Demonstrated ability to use judgment and discretion and seek advice and assistance from relevant staff as required.

- Demonstrated skills in using office software including email, word processing, spreadsheets and demonstrated ability to learn new systems.

- 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.

**Level 7 (in addition to the above)**

- Demonstrated experience in providing a broad range of professional executive administrative advice and assistance to senior executives on complex issues with a demonstrated high commitment to customer service.

- High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines along with a demonstrated proactive approach to problem-solving and strong decision-making capability.

- Demonstrated ability to work autonomously, but to also work collaboratively and productively within a team environment.

- Demonstrated project management skills, displaying strong initiative and a proactive approach to driving process improvement.

- Demonstrated ability to work under pressure with sensitive and confidential matters and ability to identify, analyse and solve administrative problems to provide accurate and appropriate outcomes.

**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.