POSITION DESCRIPTION

Executive Assistant/ Administrative Officer, TRaCE

<table>
<thead>
<tr>
<th>Position Level</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Division</td>
<td>DVC-Research and Enterprise</td>
</tr>
<tr>
<td>Position Number</td>
<td>ADMIN ONLY</td>
</tr>
<tr>
<td>Original document creation</td>
<td>2023</td>
</tr>
</tbody>
</table>

Position Summary

The Trailblazer for Recycling and Clean Energy (TRaCE) is funded in part by the flagship Commonwealth Government Trailblazer Universities Program (TUP) which aims to transform research commercialisation and university-industry engagement by creating ecosystems of innovation centres that lift the impact of Australia’s researchers and encourage the translation of university research towards Australia’s National Manufacturing Priorities.

The Executive Assistant/ Administrative Officer is responsible for providing sound administration and executive support to facilitate delivery of the TRaCE’s governance, operations, research, industry outreach, education, and culture change programs.

Working under general direction, the Executive Assistant/ Administrative Officer provides high-level executive, administrative, and program support to the TRaCE Business Unit. The incumbent will provide executive support to the Executive Director and Finance and Operations Director as well as ensuring effective operation of the TRaCE business unit.

The Executive Assistant/ Administrative Officer will report to the Finance and Operations Director.

Accountabilities

Specific accountabilities for this role include:

- Undertake diary, email, and document management, including the monitoring and prioritising of emails and assisting with the preparation of responses.
• Facilitate and plan meetings, including compiling agendas and other documents, taking and preparing minutes for reporting purposes, and following up on allocated or outstanding meeting tasks.

• Coordinate and manage a broad range of administration practices and reporting systems for TRaCE.

• Plan, develop and maintain administrative procedures and processes, providing expert advice in relation to guidelines and activities.

• Set priorities and monitor workflows within the administrative team as required, providing guidance and training to the administrators and other relevant staff.

• Assist in the implementation of policies, guidelines, and procedures, and play a leading role in their application to ensure the effective operation of TraCE.

• Act as the primary contact for key internal and external stakeholders, maintaining effective channels of communication, analysing requests and correspondence to prioritise priorities as well as urgent and often sensitive matters.

• Review and monitor finance administration requests including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.

• Oversee effective operations of TRaCE including coordinating arrangements for new staff, building access, and equipment maintenance problems for servicing.

• Provide support in the delivery of TRaCE projects, initiatives and other ad hoc programs.

• 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 qualifications and extensive administration and office management experience working in an executive support role. Experience working in the research/higher education sector highly regarded.

• High level organisational skills and a thorough understanding and experience of project management methodologies to achieve strategic goals.

• Demonstrated ability to design and implement plans, policies and procedures, appropriate systems, processes, and work practices that support continuous improvement.

• Demonstrated capability to show initiative and multi-task while working in a busy office environment, with a positive attitude and results driven approach.

• Excellent interpersonal and oral and written communication skills with the ability to work independently or as part of a team and to liaise effectively with a wide range of internal and external stakeholders at all levels.

• Outstanding organisational and time management skills with the ability to work on several projects concurrently and efficiently.

• Advanced level of computer literacy, working with a range of computer systems and applications including Microsoft Office, databases, and content management 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.

Pre-employment checks required for this position

• Verification of qualifications.

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.