



Make
it matter.

POSITION DESCRIPTION

Executive Assistant

Faculty/Division	Business
Classification Level	Professional 6 G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	Admin Only
Position number	NOT SHIFTWORKER
Shiftwork status	N/A
Allowances	N/A
On call arrangements	N/A
Original document creation	1 July 2024

Position Summary

An **Executive Assistant** provides proactive business support to the Senior Deputy Dean (Education & Student Experience) (SDD E&SE) of the UNSW Business School, who is part of the Senior Management Team (SMT) and has oversight of the Education Portfolio of the UNSW Business School. The position will ensure that 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 and resources.

The role reports to the SDD E&SE and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Proactively provide high-level executive support and administrative assistance, whilst exercising discretion, initiative and confidentiality at all times to support the SDD E&SE.
- Undertake complex diary, email and document management, including the monitoring and prioritising of emails and assisting with the preparation of responses.
- Provide support with document management, including collating pre-reading materials and assisting in the review of papers to ensure any items the SMT member is accountable for are prioritised and actioned in a timely manner.
- Draft correspondence, including briefing notes, documents, reports and presentations.

- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, analysing requests, filtering correspondence and prioritising urgent and often sensitive matters on behalf of the SDD E&SE.
- Liaise with the SDD E&SE's direct reports and more generally across the Education Portfolio of the UNSW Business School, particularly in relation to recruitment, personnel, expenses, budgets, and operations.
- Facilitate and plan meetings, including compiling agendas and other documents, preparing minutes and following 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 UNSW 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 & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and 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 with 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 interpersonal skills with ability to liaise effectively with all levels of staff, students, management, and external stakeholders.
- Strong written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated ability to identify, analyse, innovate and solve complex administrative problems to provide accurate and appropriate outcomes.
- Superior time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- Proven ability to operate autonomously while demonstrating strong initiative to anticipating and responding to business requirements.
- Demonstrated ability to 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.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.