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POSITION DESCRIPTION

Executive Assistant

Position Level	6
Faculty/Division	Engineering
Position Number	00038485
Original document creation	14/12/2023

Position Summary

The **Executive Assistant** plays a key role within the Dean's Unit - Faculty of Engineering, in providing high level executive support to the Faculty Executive Director (FED), Deputy FED and the Senior Management Team (SMT).

The role entails executive assistance and support, responding to complex enquiries using judgement and initiative while using considerable technical skills and discretion when making decisions. The role will also develop communications, build key internal and external relationships, and provide administrative support for key programs and projects.

The role of **Executive Assistant** reports to Faculty Executive Director - Mr. Lucian Hiss, and has nil direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide superior executive support including confidential diary/calendar and email management, reception coordination of meetings, and management of all travel and accommodation arrangements.
- Integrate information from various sources to draft documents and correspondence for the SMT; including letters, emails, invitations, reports, presentations and briefing notes, ensuring the SMT is appropriately prepared, and follow up on allocated or outstanding tasks as required.
- Manage the financial requirements for the SMT and other staff members, including tracking expenditure, reconciling credit cards, and coordinating expense reimbursements.
- Develop and manage effective relationships and communications with key internal and external stakeholders.

- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, interpreting requests and correspondence to prioritise.
- Coordinate Faculty collection and submission of university and external requests for information.
- Oversee effective office operations by providing high level administrative support and specialist advice to the Deans Unit and other nominated teams across the Faculty of Engineering; including (but not limited to) administrative and facilities guidelines, processes, and activities.
- Provide practical and proactive administrative project support, executive assistance, and administrative services to project team and stakeholders.
- Coordinate meetings and committees; including draft agendas, minutes, correspondence, briefing notes, guidelines, and room bookings, and setting up for specific committees and meetings as required.
- Actively support, recommend, and assist with implementation for relevant projects and business improvement activities, to streamline processes and facilitate administrative efficiency in relation to procedures and systems.
- Coordinate and manage events such as retreats, workshops, conferences, symposiums, and awards; including creating event registration webpage, organising prize payments, and coordinating external facilitators as required.
- Coordinate and manage the Faculty website, including sourcing and editing content, page design and upload. Managing other Faculty electronic collateral as required.
- Develop and maintain detailed filing systems, spreadsheets, databases, staff contact and group email lists, and other administrative systems.
- Use superior interpersonal communication skills to initiate and maintain executive stakeholder relationships.
- Provide advice on the interpretation of UNSW Policies and Procedures and apply to all activities as appropriate.
- Undertake ad-hoc administrative projects aligned with the Engineering
- 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 with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
- At least 5 years' experience in administration, with PA/EA experience to senior management in a large and complex institution or equivalent highly regarded.

- Strong written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.
- Excellent interpersonal skills with ability to liaise effectively with all levels of staff and external stakeholders.
- Advanced level of computer literacy, working with a range of computer systems and applications, including. Advanced word processing, PowerPoint, spreadsheet, database, desktop publishing, internet and e-mail skills, including proficiency with computer packages including Microsoft Office.
- 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 organisational skills and the ability to operate autonomously while demonstrating strong initiative and a proactive approach to driving process improvement.
- 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.

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.