## Position Summary

The Executive Assistant within the Office of the Pro Vice-Chancellor Society provides executive administrative support to the Pro Vice-Chancellor Society through the coordination of calendars, providing meeting support, assisting with collating documents and reports, and providing administration assistance. The role is expected to interpret circumstances, make judgments about priorities and manage internal and external relationships. The Executive Assistant must maintain a high degree of confidentiality at all times whilst also ensuring that decisions are made in accordance with the relevant rules, legislation, strategy, and policies and procedures of the University of New South Wales.

The role of Executive Assistant works with the Pro Vice-Chancellor Society to achieve outcomes aligned with the work of the Office The position reports to directly to the Pro Vice-Chancellor Society. This role has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Proactively provide executive support and assistance, whilst exercising discretion, initiative, and confidentiality at all times.
* Drive, coordinate, and execute the delivery of administrative support and other ad hoc tasks as required to support the Pro Vice-Chancellor Society.
* Act as the first point of contact for PVCS internal and external stakeholders, maintaining effective channels of communication, analysing requests, and prioritising urgent matters. This also includes the identification and resolution of complex or sensitive issues where required.
* Coordinate and undertake the complex management of confidential diaries, email, and documents including the monitoring, reading and prioritising of emails, drafting official correspondence, and other tasks that facilitate the effective management of the Office of the PVCS.
* Manage the PVCS travel arrangements including financial administration of all travel and associated cost centre codes.
* Review and monitor finance administration requests for the PVCS, including but not limited to, purchasing, travel, PVCS expense reimbursements, payment requests, and billing processes.
* Assist with out of office hours enquiries from time to time, including assisting the PVCS’s attendance and participation with weekend and evening events. This also includes managing travel change requests and other logistics out of office hours.
* Use well developed interpersonal communication skills to initiate and maintain stakeholder relationships within the UNSW Executive and Leadership Team, Executive Assistants, the broader UNSW community, and external stakeholders.
* Facilitate and plan PVCS meetings, including compiling agendas and briefing documents, preparing minutes, and following up on allocated or outstanding meeting tasks.
* Assist in the implementation of policies, guidelines and procedures, and play a role in their application to ensure the effective operation of the Office of the PVCS.
* Oversee effective operations of the Office, including coordinating estate management and reporting security, building and equipment maintenance problems for servicing and maintaining PVCS office amenities.
* 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.
* Align with and actively demonstrate the [Code of Conduct and Values](https://www.unsw.edu.au/governance/policy/policy-hub/codeofconductandvalues)
* 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 psychosocial or physical health and safety of yourself or others.

Skills and Experience

* Prior experience with providing high level executive assistant services within a large and complex organisation.
* Excellent written and verbal communication skills, with the demonstrated ability to develop high level correspondence and reports.
* A high level of attention to detail.
* Strong organisational and negotiation skills with a demonstrated capacity to work on numerous tasks concurrently, establish priorities and meet deadlines while thinking strategically, drawing on information from multiple sources.
* 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 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 Microsoft Office suite.
* 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.

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.