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## Executive Assistant

Faculty/Division	Medicine & Health
Classification Level	Professional 7
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00050173
Shiftwork status	NOT SHIFTERWORKER
Allowances	Nil
On call arrangements	Nil
Original document creation	1 August 2023

### Position Summary

The Executive Assistant is a key position within the Faculty Executive Office, UNSW Medicine & Health, and provides high level executive administrative support to the Dean through the management of calendars and meetings and assistance with documents and reports.

The incumbent must respond to complex enquiries, interpret and anticipate circumstances, manage priorities and run specific projects/initiatives as assigned. The Executive Assistant must maintain a high degree of confidentiality at all times while also ensuring that decisions are made in accordance with the relevant rules, legislation, strategy, policies and procedures of the Faculty Executive Office, UNSW Medicine & Health and the University.

The role of Executive Assistant reports to the Executive Officer and from time to time may support other executive staff within the area and the Faculty, as required.

### Accountabilities

Specific accountabilities for this role include:

- Proactively provide high level and seamless executive support and assistance, whilst exercising discretion, initiative and confidentiality at all times.
- Undertake complex and confidential diary, email and document management, including the monitoring and prioritising of emails, drafting official correspondence, and other tasks that facilitate the effective management of the Faculty Executive Office.

- Use superior interpersonal communication skills to initiate and maintain executive stakeholder relationships with members of the UNSW Leadership Team (ULT), Executive Assistants, the broader UNSW community and external stakeholders.
- Identify and resolve complex or sensitive issues as required, analyse requests and prioritise urgent matters.
- Facilitate and plan meetings, including compiling agendas and briefing documents, preparing minutes, and following up on allocated or outstanding meeting tasks. Provide executive support to organisational or strategic committees or panels on a regular basis.
- Manage the Dean's travel arrangements, create details itineraries and anticipate potential disruptions.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Drive, coordinate and execute the delivery of minor projects, initiatives and other ad hoc tasks as required to support the Dean, and other members of the Medicine Faculty Admin Team.
- Assist in the implementation of policies, guidelines and procedures, and play a leading role in their application to ensure the effective operation of the Faculty Executive Office.
- Identify and implement business improvement opportunities to streamline processes and facilitate administrative efficiency.
- With the team coordinate effective office operations of the Faculty Office, including coordinating estate management and reporting security, building and equipment maintenance problems for servicing.
- 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 qualifications with subsequent relevant experience or equivalent competence gained through any other combination of education, training and experience. Prior experience with providing executive assistant services within a large and complex organisation would be considered favourably.
- Excellent written and verbal communication skills, with the demonstrated ability to develop high level correspondence, reports, and policy documents and to research and analyse data and integrate information from a variety of sources. A high level of attention to detail for deliverables produced.
- 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.
- Demonstrated project management skills.
- Advanced level of computer literacy, working with a range of computer systems and applications, including Microsoft Office suite, [and desirable knowledge of enterprise systems].
- 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 strategy, 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.