

Executive Assistant

College/Division	College of Sciences and Engineering
School/Section	Natural Sciences
Location	Hobart
Classification	HEO4
Reporting line	Dean of School, Natural Sciences

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint an Executive Assistant in the [School of Natural Sciences](#) which is part of [the College of Sciences and Engineering](#).

The Executive Assistant will be responsible for enhancing the effectiveness of the leadership team by ensuring the Dean is fully supported by undertaking a wide range of high-quality administrative support. You will also be required to provide support to the Business manager and Associate Heads of the School and interact effectively with the broader School and College Services administration teams.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Effectively triage all incoming communications (email, phone etc) to ensure appropriate redirection/delegation where required and that necessary follow up is undertaken
- Schedule and coordinate the Dean's activities and meetings with a range of internal and external stakeholders in a manner that demonstrates an understanding of key priorities for the Dean, School and College. This includes diary management and co-ordinating of the Dean's schedule
- Provide administrative support for a range of committees chaired by the Dean of School, including scheduling, preparation of agendas and papers, minute taking and follow-up
- Provide administrative support for a range of activities coordinated by the School office, such as approvals/signings, promotions and emeritus appointments
- Coordinate travel and event attendance
- Arrange corporate credit card reconciliation and managing expense reimbursement applications, including invoice management
- Provide administrative support to the Business manager and Associate Heads of the School in relation to meeting coordination and support for School activities
- Contribute to a positive safety culture within the School
- Contribute to the improvement of systems, policies and procedures of the School, College and the wider University
- Undertake other duties as assigned by the supervisor



What We're Looking For

- Completion of a diploma qualification or an equivalent combination of relevant experience and/or education/training.
- Demonstrated ability to perform tasks with a high degree of accuracy, with particular emphasis on attention to detail.
- Effective written and verbal communication and interpersonal skills and the ability to maintain confidentiality and respond discreetly and effectively to the needs of all stakeholders.
- Strong organisational skills including the ability to use initiative, prioritise tasks and meet deadlines.
- Demonstrated ability to work collaboratively in a team culture, contributing to team planning and shared tasks with confidence and sensitivity towards team members.
- A high level of computer literacy in the Microsoft Office suite, and in other database operations.
- Sound knowledge and understanding of University delegations and approvals policies, systems and processes is desirable.

Other position requirements

- Experience in a tertiary education environment

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

