

Executive Officer

College/Division	College of Science & Engineering
School/Section	Australian Maritime College (AMC)
Location	Launceston
Classification	HEO 05
Reporting line	Reports to AMC Principal

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.

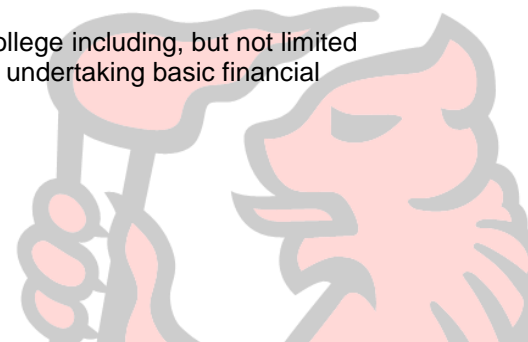
A specialist institute of the University of Tasmania, the Australian Maritime College (AMC) is a leading dual-sector maritime institute that is highly acclaimed for undertaking industry focused applied research, education and training in the areas of seafaring, maritime and logistics management, and maritime engineering. Teaching and training include courses ranging from VET certificates to doctoral programs. AMC is arranged into teaching and research centres. The main campus location is at Newnham with training centres at Beauty Point and Bell Bay.

We are seeking to appoint an Executive Officer to provide high-level support to the AMC Principal and administrative support to the AMC Board and General Manager as required. The Executive Officer will operate professionally and proactively, with a high-level of discretion, to support the Principal and the AMC to deliver the College's strategic and operational objectives, whilst ensuring general administrative duties are maintained.

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

- Provide professional and proactive support to the Principal, including taking a forward planning approach to diary management, travel and accommodation requirements, and assisting with the preparation of itineraries.
- Ensure the Principal is appropriately briefed and supported with relevant documentation, speaking notes and IT support.
- Work collaboratively with the General Manager, Academic heads and other AMC employees to support the delivery of projects and initiatives.
- Collate data and information to support effective communication and decision making, including the preparation of minutes, board reports and presentations.
- Support internal and external communication across various mediums, including drafting, proofing and disseminating of content, and maintaining the College intranet pages.
- Assist with day-to-day operations and general administration of the College including, but not limited to, providing a positive interface to internal and external stakeholders, undertaking basic financial processing and purchasing.



- Provide high level administrative support to the AMC board including planning and organisation of board meetings and board member travel, and the preparation of board meeting documentation and meeting minutes.
- Plan and coordinate visits and tours of AMC by high level external stakeholders and VIP/s
- Support the effective running and maintain the highest standards of the Principal's office by taking a continuous improvement approach to processes and activities.
- Provide a high-level secretariat support as required to the Principal and College across a range of committees, groups and boards.
- Undertake other duties as assigned by the Principal.

What We're Looking For (success criteria)

- Proven relevant experience in providing executive support including taking a forward planning approach to complex diary management.
- Proven success in working in a dynamic and high-performance environment, managing competing priorities to meet key deliverables to a high standard and level of accuracy.
- Demonstrated experience in handling confidential matters with discretion.
- Excellent interpersonal and communication skills and demonstrated experience in using discretion and sound judgement to provide a high level of communication (both written and verbal) and customer service to internal and external stakeholders.
- Demonstrated experience in gathering and presenting relevant data and information to support communication and / or decision making.
- A high level of computer literacy, including competence in the Microsoft 365 suite.

Other position requirements

- Qualifications in Business Administration.
- A current 'C' class driver's licence as occasional intrastate travel may be required.
- An understanding of lean methodology.
- Knowledge of the higher education environment is preferable.

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.

