

Executive Project Officer

College/Division	College of Health and Medicine
School/Section	School of Paramedicine
Location	Sydney, Rozelle Campus
Classification	HEO 5
Reporting line	Reports to Operations and Learning and Teaching Coordinator
Date	May 2023

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.

The position of Executive Project Officer is based in the School of Paramedicine, part of the [College of Health and Medicine](#).

The University of Tasmania offers Australia's first School of Paramedicine, recognising the critical importance of paramedicine across the national health sector, and responding to workforce needs. Offering paramedicine education since 2006, the School was formally established as an independent academic unit in 2023 in recognition of the evolving and critical role of paramedics, and the important contribution made by paramedicine to health care provision.

The Executive Project Officer will undertake a broad range of administrative, operational and project functions across the School, as well as provide high level executive support to the Head of School. The position requires close working relations with both academic and professional staff within the School and College, and Divisions across the local and interstate campuses. The role requires a high level of attention to detail, and the ability to develop a sound understanding of University and industry policy and systems. A high degree of flexibility is required as part of a small and agile team.

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 will do

- Provide high level executive support and services to the Head of School including preparing correspondence and reports, organising meetings, managing diary commitments and making travel arrangements.
- Provide high level executive support to the school leadership teams and other School/College committees as necessary, including booking facilities and equipment, the effective preparation of agendas, minutes and briefing papers and correspondence and taking appropriate action to ensure prompt implementation of agreed actions.
- Provide a broad range of administrative and operational support to ensure that general administrative and program support activities are delivered in a timely and efficient manner to support the day to day running of the School.



- Using project management principles, develop, implement, and maintain procedures and documentation surrounding key strategic and business-as-usual projects and tasks.
- Work with the program delivery team to ensure efficient organisation and coordination of program and administrative tasks associated with course delivery, including engagement of casual staff, timetabling support, exam coordination, invigilating, results processing etc. maintaining a high level of quality and compliance.
- Effectively use the Microsoft Office suite, internet browsers and University-wide systems to prepare correspondence, reports and communications to ensure administrative procedures and services are effective and efficient and support the School's strategy and objectives.
- Other duties as required.

What we are looking for (success criteria)

- Completion of Diploma level qualification in a relevant area or an equivalent combination of relevant experience and/or education/training.
- Demonstrated administrative skills including sound organisational and prioritisation skills together with the ability to perform tasks with accuracy and attention to detail.
- Executive administrative support experience including the ability to plan and organise self and others to ensure timely completion of all tasks, manage competing deadlines, exercise sound judgement, and maintain confidentiality in a complex work environment.
- Demonstrated high level communication skills (written, oral and interpersonal) and demonstrated ability to work effectively as a team member, and to interact and communicate effectively and professionally with colleagues, staff, members of the public, professional bodies and stakeholders, across a range of positions.
- Experience and demonstrated initiative in the coordination of projects.
- Proficiency and demonstrated capacity to work in Microsoft Word, Outlook, PowerPoint and Excel with a high level of accuracy and attention to detail.
- Capacity and willingness to have a flexible and responsive approach to work and tasks and ability work independently or as part of a small team.

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 and our interstate counterparts.

We believe that from our unique position here in Tasmania and our NSW campus 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.

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