



POSITION DESCRIPTION

Executive Assistant

July 2023

UNIVERSITY of 
TASMANIA

Position Summary

College / Division	College of Sciences and Engineering
School / Section	Schools of Architecture and Design, Geography, Planning, and Spatial Sciences, and Information and Communication Technology
Location	Launceston/Hobart
Classification	<u>HEO Level 5</u>
Reports to	School Coordinator
Direct reports	Nil

The Opportunity

We are seeking to appoint a Executive Officer to support our Heads of School in the Schools of Architecture and Design, Engineering, Geography, Planning, and Spatial Sciences, and Information and Communication Technology in the College of Sciences and Engineering.

The College of Sciences and Engineering 4-Schools Operations team encompasses:

- Strategy, business operations, support and administration tasks for four Schools
- Oversight of finance, people, infrastructure, students, processes improvement and projects across the four Schools
- Collate, develop, interpret, monitor, and/or report on School level operational and strategic plans in areas including but not limited to workforce/staffing, infrastructure, and operational risk.
- Build, manage and coordinate effective working relationships internally and externally to the Schools and College identifying and developing opportunities to enhance communications and engage key stakeholders.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

Accountabilities and outcomes

Purpose

The Executive Assistant provides high-level executive and administrative support to the Heads of Schools and their Senior Management Teams and selected committees. The Executive Assistant works within the four Schools Operations Team, ensuring timely and professional support is provided for processes within the scope of the role.

Key Result Areas

- Provide high level executive and administrative support to four Heads of Schools including, but not limited to:
 - Proactive diary management: resolving clashes, managing un-allocated time and supplying timely reminders;
 - Email management, including filtering emails for urgency, approvals and meeting requests, and responding to emails as appropriate and directed by the Head;
 - Managing internal communications on behalf of the Heads of School, ensuring that all correspondence is well-written, strikes the appropriate tone for each specific audience, and is conveyed in a timely manner;
 - Anticipating the needs of the Heads of Schools and being proactive in meeting those needs;
 - Preparing documents, spreadsheets and compiling data;
 - Arranging travel;
 - Managing visitors and liaising with external stakeholders;
 - Expense management;
 - Purchasing gifts;
 - Retaining key documents.
- Provide support for school meetings, senior management teams and selected committees, including:
 - Finding and booking rooms;
 - Scheduling meetings;
 - Preparing agendas;
 - Preparing meeting papers and collating reports on request;
 - Setting up meeting technology to ensure a quality participant experience;
 - Taking minutes;
 - Following up action items.
- At the request of the Heads of School, provide logistical support and catering for meetings, conferences and events.
- Work effectively alongside relevant administrative staff to ensure processes are upheld and tasks completed, including:
 - Onboarding & offboarding staff;
 - Ensuring University information systems are updated, including maintaining the currency of the staff intranet;
 - Run business intelligence reports as needed;
 - Process University Associate applications and renewals.
- Collaborate with a wide range of staff across the University to assist in the coordination of visiting delegations to the Schools, coordinate marketing activities and facilitate School involvement in University events.
- Apply detailed knowledge and understanding of university delegations and approvals

policies, systems and processes, and provide Heads of Schools with timely and regular advice in relation to approval requests.

- Provide professional guidance and procedural support for staff and students seeking approval for activities from the Head of School.
- Contribute to, and champion, the improvement of systems, policies and procedures of the Schools, College and the wider University.
- Undertake other duties as assigned by the supervisor within the scope and accountability of the role.

Behavioural Expectations

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multi task to produce outcomes.
- Supportive: Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals unique perspectives.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.

Core Capabilities

- Fostering Belonging: Fosters a sense of belonging and wellbeing, enables others to feel good and function to their fullest ability and role models respectful, inclusive and professional behaviours.
- Sustainability in Action: Brings multiple lenses of sustainability to work activities including financial, environmental and commercial sustainability.
- Continuous Improvement: Continuously finds ways to improve and simplify processes, systems and practices to deliver improved outcomes for our students, staff and community by utilising practices such as Lean, Agile and Design Thinking.

Role Specific Skills, Knowledge and Experience

- Completion of a degree/diploma in a relevant field with subsequent relevant work experience or an equivalent combination of relevant experience and/or education/training.
- High level organisational skills, including the ability to prioritise tasks, meet multiple deadlines, manage a diverse range of administrative tasks, provide excellent customer service, exercise diplomacy and maintain confidentiality.
- Well-developed verbal and written communication skills, with the proven capacity and confidence to build relationships and effectively communicate and negotiate with a diverse range of stakeholders at all levels and work effectively within a team environment.
- Demonstrated, high level computer skills including excellent word processing skills, and experience in the use of email, online communication tools, spreadsheets and diary

management applications. Experience using Office 365 applications, including Teams, OneDrive, Forms and Power Automate is desirable.

Other Requirements

- To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.
- Current 'C' class driver's licence.
- Occasional intrastate or interstate travel may be required.
- Experience in a tertiary education environment is desirable.



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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 may be altered in accordance with the changing requirements of the position