

## Executive Officer to the Deputy Vice-Chancellor (Academic)

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<b>College/Division</b>	Academic Division
<b>School/Section</b>	Office of the Deputy Vice-Chancellor (Academic)
<b>Location</b>	Hobart
<b>Classification</b>	HEO7
<b>Reporting line</b>	Reports to the Deputy Vice-Chancellor (Academic)

### 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 Officer in the Office of the Deputy Vice-Chancellor (Academic) as part of the [Academic Division](#).

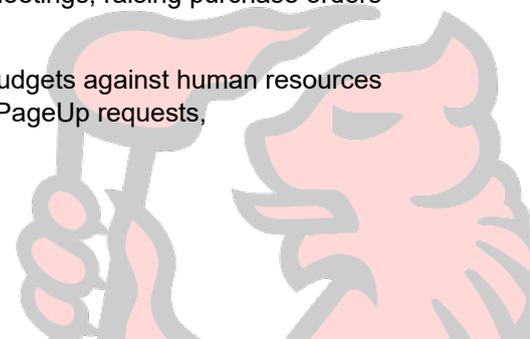
The Executive Officer will provide executive support to and work closely with the Deputy Vice-Chancellor (Academic), including high level administration skills, strategic diary and scheduling management, working on finance, people, strategic planning and governance processes, both independently and part of a larger team. The role is a mixture of regular, cyclical tasks and reporting cycles as well as the opportunity to work on strategic projects that advance the academic business of the University of Tasmania. The Executive Officer demonstrates initiative, independently identifying areas for improvement within the team and broader Division, using problem-solving skills to address these or judgment to elevate as necessary.

**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

The Executive Officer will undertake a range of duties, both independently and as part of the larger team, supporting the work of the Deputy Vice-Chancellor (Academic) including:

- Pro-actively monitor and manage incoming communication for the Deputy Vice-Chancellor (Academic), ensuring all contact is followed up and appropriate action is taken.
- Manage the Deputy Vice-Chancellor (Academic) schedule of commitments, including all travel arrangement with a focus on both the short and longer term view. This includes providing recommendations regarding managing competing priorities, negotiating availabilities with senior staff and external stakeholders, and ensuring scheduled meetings are strategically aligned and organisationally appropriate
- Financial processes, such as assisting with financial planning and reporting, coordinating business case submission processes, attending budget planning and review meetings, raising purchase orders (including travel bookings), and reconciling expenses
- People processes, including audit and verification of establishment budgets against human resources records, supporting the recruitment of senior divisional staff, lodging PageUp requests,



providing basic advice to Divisional colleagues on people processes and forms

- Project and strategy support, including using existing templates to work with project leads to compile project documentation (such as schedules, risk registers and governance charts), project coordination, event organisation, communications including managing divisional internet and intranet sites, and running reports on existing projects using the MySTAR database
- Governance, including secretariat support to divisional committees as required including the preparation of agendas, recording of minutes and calling for submissions
- Back-fill diary support for the Deputy Vice-Chancellors, Academic Division, in the event of staff absence
- Other duties as assigned

### What We're Looking For (success criteria)

1. Completion of degree level qualification with relevant experience, or extensive experience and specialist knowledge or relevant combination of training, education and experience.
2. Demonstrated strong ability to manage priorities, including timelines and budgets.
3. Strong written communication skills, with a demonstrated ability to compile documents (such as submissions, briefing notes and PowerPoint presentations) for diverse audiences
4. Excellent communication and interpersonal skills, including negotiation and conflict resolution, with the ability to exercise judgement on complex and sensitive issues.
5. Demonstrated ability to work independently with competing deadlines, and the capability to make sound independent decisions.
6. Experience in the provision of secretariat support to committees and working parties.
7. Demonstrate a strong commitment to the professional behaviour and values expected within the University

### Desirable

1. Experience in managing the diary of a senior executive staff member in a large organisation.

### Working Arrangements

The University of Tasmania is committed to flexible working arrangements wherever possible to ensure that people from diverse backgrounds have the opportunity to work with us.

This position does not generally have fixed hours. Flexible working hours, including working from home arrangements, may be available with the approval of the supervisor. Fixed hours (9am to 5pm) may be required on occasions when the incumbent is supporting a senior executive calendar.

This position may be eligible for job share arrangements. Please indicate in your application if you would like to be considered for the role at a reduced fraction.

### 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.

*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.*



More information:

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

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

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

