

<b>POSITION TITLE</b>	Executive Assistant to Chief Information Officer
-----------------------	--

<b>FACULTY/INSTITUTE/DIVISION</b>	Division of the Chief Operating Officer
<b>SCHOOL/SECTION</b>	Information Technology Services
<b>CAMPUS</b>	Hobart
<b>CLASSIFICATION</b>	Higher Education Officer Level 5
<b>DATE</b>	March 2018

#### POSITION SUMMARY

The Executive Assistant will provide high-level administrative assistance to the Chief Information Officer, Information Technology Services (ITS) and the Executive Management team. The position is also responsible for the performance of a full range of administrative tasks associated with the operations of the section.

The Executive Assistant will assist with the coordination of the section's day to day financial and human resources activities and assist with the delivery of strategic activities.

#### POSITION RELATIONSHIPS

<b>Supervisor</b>	Senior Executive Officer
<b>Direct reports</b>	N/A
<b>Other</b>	Chief Information Officer, IT Services, Senior Executive Officer, ITS Management Executive, IT Services staff, academic and professional staff, external suppliers and manufacturers

#### KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provide high-level executive support for the Chief Information Officer, IT Services and the Executive Management team.
2.	Perform a full range of high-level administrative tasks associated with the day-to-day operation of the IT Services section.
3.	Coordinate and maintain the Chief Information Officer's professional activities.
4.	Provide executive support to committees, including preparing agendas and minutes.
6.	Undertake the day-to-day processing of the section's financial and human resources requirements.
7.	Provide advice and/or make recommendations requiring a detailed knowledge of policies and/or the interpretation of rules/regulations and entitlements to ITS management and staff.

8.	Coordinate information to prepare, compose and draft and/or critically review correspondence, memoranda, administrative, and financial reports, for the IT Services Executive Management Team.
----	--

#### DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Tasks shall be performed under the general supervision of the Senior Executive Officer. The Executive Assistant will perform all tasks within defined policy and procedure, and exercise judgement regarding the prioritisation and methods of tasks. Confidentiality is required in relation to all work performed.

#### POSITION CRITERIA

##### Essential Requirements

1. A degree or completion of a Certificate IV and/or extensive relevant work experience, or an equivalent combination of relevant work experience and/or education/training.
2. Demonstrated ability to perform administrative tasks accurately and with a high level of attention to detail.
3. Demonstrated competency in word processing, spreadsheet, presentation and database operations and use of email and the internet.
4. Demonstrated knowledge and experience in human resources and financial activities.
5. Good organisational and planning skills, including the ability to use initiative, prioritise, solve routine problems, gather relevant information, meet deadlines and work effectively under pressure.
6. Well-developed oral and written communication skills and demonstrated ability to communicate effectively with a diverse range of people, and work effectively and flexibly as a member of a team.

##### Desirable Attributes

1. Demonstrated administrative experience in a university environment.

#### WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

## UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can

## POSITION DESCRIPTION APPROVED

### HEAD OF SCHOOL / SECTION

Signature

Name

Date

### DEAN / HEAD OF DIVISION

Signature

Name

Date

### PROVOST (for Academic Levels D & E)

Signature

Name

Date

### HUMAN RESOURCES (Classification Assessed and Approved)

Signature

Name

Date