

Position description

Executive Assistant

Position number	50137591
Department/Unit	Australian Centre for Financial Studies
Faculty/Division	Monash Business School
Classification (salary rates)	HEW level 5
Employment type	Full-time
Work location	ACFS premises – Rialto Tower South, Level 46
Date document created or updated	14 th December 2015

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Monash Business School** undertakes education, research, consultancy and community engagements across all the main business and economics disciplines. It offers a comprehensive selection of awards including bachelor degrees, specialist master degrees by coursework, the Master of Business Administration (MBA), masters by research, and the PhD. Student numbers exceed 14,000, making it one of the largest business education providers in Australia.

The Monash Business School operates across all four Australian campuses (Berwick, Caulfield, Clayton and Peninsula) and, together with business schools in South Africa and Malaysia, makes up Monash University's **Faculty of Business and Economics**.

The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing) as well as a number of research centres, units and groups in specialist areas such as behavioural economics, development economics, employment and work, and retail studies. To learn more about the Monash Business School, please visit our website: www.buseco.monash.edu.au.

The **Australian Centre for Financial Studies (ACFS)** specialises in leading edge research, aiming to boost the global credentials of Australia's financial sector, facilitate industry-relevant academic finance related research, and support Australia as an international centre for finance research, practice, and education. ACFS is a Monash Business School Centre. The objectives of ACFS are to:

- develop strong linkages between industry, government and academia;
- utilise feedback from industry to develop and deliver relevant, applied and evidenced-based research;
- ensure impact of its research through dissemination and dialogue; and
- develop a sustainable business model to maintain ongoing viability and critical mass of resources to optimise the work of the Centre.

Position purpose

The Executive Assistant provides a range of professional administrative support services to the Executive Director, Australian Centre for Financial Studies and to the broader team.

Reporting Line: The position reports to the Director, Australian Centre of Financial Studies under general supervision.

Supervisory responsibilities: Not applicable.

Financial delegation and/or budget responsibilities: Not applicable.

Key responsibilities

1. Provide a range of administrative support services, including:
 - diary management, coordinating meetings and arranging travel, and as part of this, answering telephone calls and responding to/referring queries
 - greeting and assisting a range of visitors in a professional manner
 - acting as a liaison point between the Director, colleagues, partners and stakeholders
 - imparting information and actioning, referring and/or escalating matters as appropriate
 - drafting and preparing documents, reports and correspondence
 - managing correspondence on behalf of the Executive Director
 - researching and interpreting policy
 - investigating and resolving routine issues
 - reconciling credit card statements and general expenses
 - contributing to updates and posting of content on web site and social media channels
 - tracking grants and project management timelines including invoicing and deliverables and
 - supporting engagement database and reporting of Centre activities.
2. Provide committee administrative support services including setting meeting dates, liaising with committee members and ensuring timely distribution of agenda and papers.
3. Provide relevant administrative support to the Executive Director in relation to her role as member of the Australia China Business Council ChAFTA advisory committee and other similar external engagements.
3. Establish/develop record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports.
4. Contribute to and initiate continuous improvement activities.
5. Maintain excellent working relationships with a range of internal and external stakeholders and use these to facilitate communication.
6. Other duties as directed by the Director.

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a tertiary qualification in a relevant field, or
 - substantial relevant skills and work experience providing administrative support, or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Experience providing excellent professional administrative support services in a busy and complex environment. A self-starter with confidence that works well within a team.
3. Demonstrated high-level organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure.
4. High-level communication skills, including the ability to draft a range of documentation, interact with a diversity of colleagues and clients and maintain confidentiality.
5. Sound analytical and problem-solving skills.
6. Excellent attention to detail and accuracy.
7. Demonstrated ability to work as an effective member of a team and to work exercising independence, judgment and initiative.
8. An understanding of the University environment and its dynamic research context is desirable.

Other job-related information

- Travel (e.g. to other campuses of the University) may be required.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.