



## Executive Assistant

<b>Department/Unit</b>	School of Public Health and Preventive Medicine
<b>Faculty/Division</b>	Faculty of Medicine
<b>Classification</b>	HEW Level 5
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	5 January 2017

### Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at [www.monash.edu](http://www.monash.edu)

The **Faculty of Medicine, Nursing and Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering outstanding education in all courses, in opening students to the possibilities offered by newly discovered knowledge and in providing a nurturing and caring environment. To learn more about the faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

**Monash School of Public Health and Preventive Medicine** is a teaching and research unit of the Faculty of Medicine, Nursing and Health Sciences and is centred at the Alfred Hospital Campus. It plays a prominent role in public health medicine and works closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. It plays a prominent role in public health medicine in Australia and has a strong record for training individuals with the capacity and skills to assume leadership roles in Australia in this field. We work closely with the major Monash affiliated hospitals, research institutes and public health units within Victoria. Our skills provide a key resource underpinning translational research within our Faculty.

The School of Public Health and Preventive Medicine has the highest expectations of performance of senior staff in areas reflecting:

- Commitment to a team approach.
- High levels of motivation and innovation.
- A focus on high level performance in teaching.

- A commitment to the principles of good research practice.
- A commitment to standards and behaviours those are consistent with Monash University values, mission and code of conduct.
- Maintenance of detailed knowledge of relevant areas of specialty, and remaining abreast of leading edge developments.
- Contribution to the establishment and maintenance of a strong intellectual atmosphere and a positive departmental climate.
- Maintenance of effective and regular communication with staff, ensuring that lines of communication upwards, downwards and laterally are facilitated

## Position purpose

The purpose of this position is to coordinate the activities of the Head of School (HOS)/Head of Department (HOD) office, providing executive-level administrative, secretarial and office management support enabling smooth running of the Department and ensuring the efficient operation of the office.

The position will have a good overview of the important issues of the day and be able to problem solve many of the issues that arise. The HOD office is a focal point of the department and the EA provides a range of key functions including drafting correspondence, receiving mail (both in electronic and paper form), meeting and travel coordination and diary management. The position will play an active role in establishing and implementing office systems and processes and will provide wide-ranging support regarding work flow, priorities and office activities.

This position will also oversee and coordinate the work of other administrative staff working in the HOS office and have a high level of independent decision making capacity so that important matters are handled appropriately when the HOS/HOD is away from the office.

**Reporting line:** The position reports to the Head of School

**Supervisory responsibilities:** Not applicable

**Financial delegation and/or budget responsibilities:** Not applicable

## Key responsibilities

1. Provide a range of administrative support services, including:
  - answering telephone calls and responding to/referring queries
  - diary management, coordinating meetings and arranging travel
  - greeting and assisting a range of visitors in a professional manner
  - imparting information and referring and/or escalating matters as appropriate
  - drafting and preparing documents, reports and correspondence
  - collating and distributing meeting papers
  - managing correspondence
  - researching and interpreting policy
  - investigating and resolving routine issues
  - coordinating travel arrangements and bookings as directed
2. Provide committee administrative support services
3. Maintain excellent working relationships with a range of internal and external stakeholders and use these to facilitate communication
4. Establish/develop record management, filing and reporting systems to maintain records, manage documentation, coordinate workflow and collate reports

5. Provide high-level administrative support and assist with the research interests of the Head of School, which will also include assisting with the execution of grants, tender submissions, and presentations

## **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
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, judgement and initiative

## **Other job-related information**

- Travel to other campuses of the University may be required
- Out of hours work, including evenings, weekends and public holidays may be required
- There may be peak periods of work during which the taking of leave may be restricted

## **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.