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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | Executive |
| **Faculty/School/Centre:**  | University Executive |
| **Department/Unit:**  | Office of the Provost |
| **Position Title:**  | Executive Assistant |
| **Classification:** | ANU Officer Grade 6/7 (Administration) |
| **Position No:** | New |
| **Responsible to:** | Executive Officer, Office of the Provost |
| **Number of positions that report to this role:** | N/A |
| **Delegation(s) Assigned:** | TBC |
| **PURPOSE STATEMENT**A new Executive Assistant role has been created to support the new Provost of the ANU. Based in the Office of the Vice-Chancellor (OVC) and reporting to the Director of the OVC under the direction of the Provost, the Executive Assistant will provide outstanding administrative and executive support to the Provost to help him meet evolving strategic priorities. The EA will work to ensure the efficient management of the Provost’s schedule, workflow and administration, and will be a key part of the Office of the Vice-Chancellor, a dynamic and exciting professional environment at the heart of Australia’s National University.  **KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships:** Reporting to the Director of the OVC, the Executive Assistant is responsible for ensuring the successful operation of the Provost’s diary and travel, providing high level executive support and coordinating other administrative tasks associated with the senior executive role of the Provost. The Executive Assistant will work closely with all OVC staff including the Executive officers, the EA to the Vice-Chancellor and the Office Administrator to support the day-to-day operations of the OVC. The successful candidate will develop and maintain relationships across the University and with external stakeholders, exercising discretion, sound judgement and diplomacy in managing these relationships. This role requires a professional who is exceptionally organised, instinctively proactive and highly collaborative.**Role Statement:**Under broad direction, the Executive Assistant will:1. Provide high quality executive assistance to the Provost including, but not limited to:
* Diary management, management of email, coordinating incoming and outgoing correspondence, managing meetings and appointments and proactively resolving conflicting demands and commitments.
* Oversight of booking and coordination of travel arrangements.
* Coordinating purchase card reconciliations, reimbursements of expenses and other financial processes as required, including monitoring the Office budget.
* Coordinating various projects, including planning and prioritising tasks and liaising with stakeholders to ensure timely project delivery.
* Undertaking background research, collating, analysing and presenting data to inform executive briefs and discussion papers on key issues.
* Exercise discretion, sound judgment and diplomacy in managing stakeholder relationships.
1. Provide high-level secretarial support to senior members of staff, including producing agendas, collating, reviewing and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes.
2. Coordinate record keeping and filing systems for business processes within the OVC and provision of high level advice on a range of policies and procedures, ensuring compliance with University policies and procedures for the matters processed through the office, investigating and resolving issues, when required.
3. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.
4. Act as alternate Chief Fire Warden and Building Custodian for the Chancelry Tower.
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
6. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA**1. Degree in a relevant field with demonstrated relevant experience in an executive support role in a complex environment or an equivalent combination of relevant experience and education/training. Experience in an education environment will be highly regarded.
2. Demonstrated experience in providing executive client service support and proven high-level interpersonal skills with the ability to consult, liaise and negotiate effectively with senior stakeholders in a culturally diverse environment. This includes demonstrated experience in coordinating and resolving sensitive and confidential matters using discretion and adhering to strict confidentiality protocols within a complex environment.
3. Demonstrated high level communication skills with experience producing business correspondence, reports and briefing papers.
4. Proven organisational skills and ability to prioritise own workload, the flexibility to work independently and within a team environment, using sound judgement, responding to and resolving rapidly evolving priorities, managing competing demands and delivering high quality outcomes. Project management and/ or coordination experience is required.
5. Highly developed computer skills and proficiency using the MsOffice suite, with advanced skills in Excel and Word.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.* |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | Executive | **Dept/School/Section** | Office of the Provost |
| **Position Title** | Executive Assistant | **Classification** | ANU Officer 6/7 (Administration) |
| **Position No.** |       | **Reference No.** |       |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.
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| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding | [x]  |  | [ ]  |  | laboratory work | [ ]  |  | [ ]  |
| lifting, manual handling | [ ]  |  | [ ]  |  | work at heights | [ ]  |  | [ ]  |
| repetitive manual tasks | [ ]  |  | [ ]  |  | work in confined spaces | [ ]  |  | [ ]  |
| catering / food preparation | [ ]  |  | [ ]  |  | noise / vibration | [ ]  |  | [ ]  |
| fieldwork & travel | [ ]  |  | [ ]  |  | electricity | [ ]  |  | [ ]  |
| driving a vehicle | [ ]  |  | [ ]  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar | [ ]  |  | [ ]  |  | gamma, x-rays | [ ]  |  | [ ]  |
| ultraviolet | [ ]  |  | [ ]  |  | beta particles | [ ]  |  | [ ]  |
| infra red | [ ]  |  | [ ]  |  | nuclear particles | [ ]  |  | [ ]  |
| laser | [ ]  |  | [ ]  |  |  |  |  |  |
| radio frequency | [ ]  |  | [ ]  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances | [ ]  |  | [ ]  |  | microbiological materials | [ ]  |  | [ ]  |
| allergens | [ ]  |  | [ ]  |  | potential biological allergens | [ ]  |  | [ ]  |
| cytotoxics | [ ]  |  | [ ]  |  | laboratory animals or insects | [ ]  |  | [ ]  |
| mutagens/teratogens/carcinogens | [ ]  |  | [ ]  |  | clinical specimens, including blood | [ ]  |  | [ ]  |
| pesticides / herbicides | [ ]  |  | [ ]  |  | genetically-manipulated specimens | [ ]  |  | [ ]  |
|  |  |  |  |  | immunisations | [ ]  |  | [ ]  |
| **OTHER POTENTIAL HAZARDS (please specify):** |

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| **Supervisor’s Signature:**  |  | **Print Name:** |  | **Date:** |  |