



## POSITION DESCRIPTION

**School of Mathematics and Statistics**  
Faculty of Science

### Executive Assistant

<b>POSITION NO</b>	0034302
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$79,130 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Angela Brown Tel +61 3 8344 5926 Email <a href="mailto:ambrown@unimelb.edu.au">ambrown@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School covers areas of pure and applied mathematics, and statistics. The School has a growing number of academic staff including postdoctoral research fellows.

The Executive Assistant will provide a broad range of administrative, secretarial and executive support services to the Head of School, ensuring the smooth workflow of the office and enabling the School to function effectively. The Executive Assistant is a significant role for the School, requiring a level of discretion, independent judgment and professionalism, with regular interaction with internal and external stakeholders as well as dealing with confidential and sensitive issues and documentation.

The Executive Assistant works as part of the professional services team that also provides high quality administrative services to the academic team within the School of Mathematics and Statistics.

## ***1. Key Responsibilities***

### **1.1 EXECUTIVE SUPPORT AND ADMINISTRATION**

- ▶ Provide administrative support to ensure efficient running of the day-to-day activities for the Head of School
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of administrative services in a diplomatic manner
- ▶ Organise the Head of School's diary, including coordinating appointments, prioritising meetings and commitments
- ▶ Coordinate and administrate the annual school Performance Development Review process, monitoring progress of supervisors and reporting regularly to the Head, with a view to complying with University requirements and timelines
- ▶ Arrange travel itineraries, conference registrations and administrative assistance, supporting the Head of School in line with University policies and procedures
- ▶ Establish and maintain effective filing and database systems for records management of email, records, papers, telephone and distribution lists; develop effective tracking systems for recording, processing and follow up on ongoing requests
- ▶ Provide administration support for School committees including preparation of agendas, taking, writing and distributing minutes and following up on actions required
- ▶ Provide assistance and backup support to other members of the administrative support team
- ▶ Provide administrative support to academic staff within the School as required
- ▶ Coordinate and administer the annual academic confirmation and promotion rounds, including submission to HR of the final documentation in a timely manner
- ▶ Oversee the School induction of all new staff and the organisation and update of the welcome pack, with special attention to making sure that it is comprehensive and relevant to the academic level

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

## 1.2 RECRUITMENT ADMINISTRATION

- ▶ In conjunction with Faculty HR, ensure the School complies with the current University policies and procedures and provide support to the Head of School by:
  - ▶ being the key contact for the School in relation to recruitment and selection processes and timelines
  - ▶ liaising with relevant staff to ensure that all necessary training requirements and paperwork is detailed and available for new appointments, including Environmental Health and Safety forms and updated Position Descriptions
  - ▶ uploading all recruitment documents and information into PageUp eRecruitment in a timely manner
  - ▶ coordinating and liaising with Faculty HR regarding the processing of contract confirmations and extensions
  - ▶ overseeing the organisation of the shortlisted Teaching and Research candidates' selection process
  - ▶ overseeing the appointments of honorary fellows and visitors

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ A tertiary qualification or an equivalent combination of relevant experience and/or education/training
- ▶ Experience in providing administrative/secretarial support
- ▶ Excellent interpersonal and communication skills and ability to deal with a range of people internal and external to the University, and the ability to work with people from diverse cultural backgrounds
- ▶ Excellent written and oral communication skills in order to provide accurate and informed advice
- ▶ Outstanding computer skills, including the Microsoft suite
- ▶ Exceptional organisational and time management skills, including demonstrated ability to prioritise tasks effectively
- ▶ Demonstrated self-motivation and flexibility in responding to changing work priorities, with the capacity to work independently and as a member of a team

### 2.2 DESIRABLE

- ▶ Knowledge of financial and administrative systems, particularly in a university environment
- ▶ Experience using Themis HR and PageUp
- ▶ Experience in servicing committees

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Executive Assistant receives general direction from the Manager, Strategy & Operations. The Executive Assistant works collaboratively with other members of the School's administration team and assists with administrative duties as required. The incumbent will be required to form strong working relationships with staff within the administration team as well as with internal and external service providers.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The Executive Assistant will exercise judgement in the prioritisation of a variety of competing demands, frequently working to tight and/or inflexible timelines. The Executive Assistant will exercise discretion in dealing with matters that require a high degree of confidentiality or are of a sensitive nature.

The Executive Assistant will apply their analytical skills to solve a wide range of general tasks but will exercise judgement in seeking assistance with more complex or unusual demands.

#### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Executive Assistant is required to have a detailed understanding of the policies and procedures relating to the University and general School activities, including organisational structures and processes.

The Executive Assistant requires outstanding computer skills in MS Word, Excel, PowerPoint and the use of databases, as well as a well-developed understanding of the University systems.

#### **3.4 RESOURCE MANAGEMENT**

The Executive Assistant is responsible for the effective administration of their time and resources and contributes to the effective administration of the School of Mathematics and Statistics by reviewing processes to ensure efficient work practices.

#### **3.5 BREADTH OF THE POSITION**

The Executive Assistant is responsible for a wide range of administrative tasks, liaising with the School's academic and professional staff, Faculty staff and other areas of the University. The Executive Assistant reports to the Manager, Strategy and Operations but will work closely with the Head of School.

### ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***6. Other Information***

### **6.1 ORGANISATION UNIT**

The University of Melbourne's School of Mathematics and Statistics is one of Australia's leading mathematics and statistics schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline.

The School of Mathematics and Statistics has a total of 65 continuing teaching and research staff; 40 research only staff and consultants; 10 teaching specialists, and 16 support staff. The School has over 100 casual and honorary staff. In 2017, there are 100 Research Higher Degree and 78 Coursework Master of Science students. Four members of the School staff and one Emeritus Professor are members of the Academy of Science.

Infrastructure support for research and basic information technology facilities are provided to all members of the School. Special facilities such as high end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council. The School hosts two ARC Centres of Excellence, has several ARC Laureate, Future and DECRA Fellows.

It is one of the objectives of the University to develop and maintain a strong international profile. In this context, members of the School have strong collaborative links with colleagues in the United States of America, most countries in Europe and the Asia-Pacific region.

The www address of the School of Mathematics and Statistics is  
<http://www.ms.unimelb.edu.au>

## 6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.\* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 40,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$280 million of income per annum, with a staff base in the order of 220 professional staff, and more than 540 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 7,500 undergraduate and graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science) with enrolments of approximately 6,200 students.

The Faculty of Science is a leader in research, contributing approximately \$50 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$50 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

\*Figures from the latest available data for 2015, including published international rankings data.

### 6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health;

on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>