



POSITION DESCRIPTION

Faculty of Medicine, Dentistry and Health Sciences

Executive Assistant to the Deputy Dean

POSITION NO	0044511
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Libby O'Sullivan Tel +61 3 834 45893 Email libbyo@unimelb.edu.au <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

Position Summary

The Executive Assistant provides outstanding administrative and executive support services to the Deputy Dean of the faculty and ensures a smooth workflow of the office enabling this staff member to function effectively across a wide range of commitments. This role is of significant importance to the Faculty and the incumbent is required to display a high level of discretion, independent judgment and professionalism whilst regularly interacting with internal and external stakeholders.

The Executive Assistant is expected to exercise confidentiality whilst undertaking a number of concurrent tasks demonstrating excellent organisational, prioritisation and time management skills which are critical to this position. The Executive Assistant works as part of the professional services team, flexibly contributing to team-based tasks as well as performing tasks on an independent basis.

The incumbent is required to display a level of discretion, independent judgment and professionalism, regularly interacting with internal and external stakeholders as well as dealing with confidential and sensitive issues and documentation.

1. Key Responsibilities

- ▶ Provide high level administrative support to ensure efficient running of the day to day activities within the office.
- ▶ Build and maintain strong and effective relationships with academic staff in the Faculty and administrative service units to ensure the efficient delivery of administrative services in a diplomatic way.
- ▶ Act as the primary contact point for the office handling queries, fielding inquiries and using University databases to a high degree of accuracy.
- ▶ Engage with individuals at all levels across the University and externally, with the confidence and ability to deal with a variety of queries and issues as the primary point of contact.
- ▶ Establish processes and procedures to coordinate the workflow of the office, and ensure continuous improvement and review to meet requirements.
- ▶ Arrange travel itineraries, conference registrations and administrative assistance supporting research (and project accounts) 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, communications, programs and projects.
- ▶ Provide secretariat and committee support where required with the provision of appropriate agendas and documentation ahead of relevant meetings and follow up action items, recommendations and committee/advisory group outcomes.
- ▶ Specific nominated project support including the proactive coordination of all administrative support tasks associated with the project, for example, the formatting of presentations, organization and monitoring of project activities and administrative support to other colleagues assigned to the project
- ▶ Provide direct support to for key visitors hosted by the Faculty and lead the arrangement of specific Faculty related events as requested
- ▶ Any other duties which may be assigned by the supervisor from time to time with regard to current workload and which are consistent with the incumbent's experience and skill.

- ▶ Contribute as part of a network of Administration Assistant and Executive Assistants in University Services to identify opportunities for process improvement and providing suitable back up administrative support during periods of leave
- ▶ Ensure compliance in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in an appropriate field together with subsequent experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Strong track record of proactive networking and relationship building in the context of internal stakeholders
- ▶ Demonstrated capacity to appropriately exercise independent judgment and use initiative to resolve issues
- ▶ Proven exceptional organizational skills and attention to detail
- ▶ Demonstrated ability to prioritize in the planning, coordination and completion of tasks to meet deadlines with a high degree of accuracy
- ▶ Proven ability to juggle a broad workload with potentially conflicting priorities
- ▶ A high degree of proficiency in the Microsoft Office suite including Outlook, Word, PowerPoint and Excel
- ▶ The ability to quickly learn complex systems
- ▶ High level of written and verbal communication skills
- ▶ A proven and positive team player, with the willingness to 'pitch in' to assist and support others
- ▶ A commitment to innovation and continuous improvement

2.2 SPECIAL REQUIREMENTS

- ▶ This role requires a limited amount of out of hours work for functions, meetings and events.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

You will be expected to operate with a high level of independence for day-to day activities and proactively determine tasks and priorities to achieve set goals. You will be required to be proficient in a range of the Faculty's policies and procedures and will regularly be required to demonstrate this by applying such knowledge to various queries and assignments.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires enthusiasm, initiative, flexibility and the ability to prioritise and manage a wide range of activities. You will be expected to problem solve, through the

standard application of theoretical principles and techniques. You will exercise a high level of initiative and judgement and will work autonomously on a number of tasks. You will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Team work is a core value of the Faculty. Good judgement is expected about when to consult and escalate enquiries. You will be required to exercise excellent judgement in managing workload and prioritising tasks in an area with often tight deadlines and conflicting demands.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is required to have a sound knowledge of administrative processes and event organisation and is expected to contribute as a team member to strategic planning processes, interpret and implement policy and carry out other duties as required.

The incumbent must comply with relevant Faculty and University policy and procedures.

3.4 BREADTH OF THE POSITION

The role will be required to liaise with staff across all levels in the Faculty, wider University and professional community.

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 service 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 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.2 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>.

6.3 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.

6.4 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>