



POSITION DESCRIPTION

Administration and Finance
Chancellery

Executive Assistant

POSITION NO	0044196
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	Please do not apply via the University website. We have engaged Qudos Recruitment to assist in this recruitment. To apply, please email your CV to Julie Enticott – julie@qudos.com.au , Tel +61 9821 4144. For more information, please contact Julie Enticott.
CONTACT FOR ENQUIRIES ONLY	<i>As above</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 and comprehensive executive support to the Executive Director, Human Resources & OHS and Director Digital and Data to ensure a smooth workflow of the office enabling effective delivery across a wide range of commitments.

This role is of significant importance to the Chancellery portfolio and the incumbent is required to display a high level of discretion, independent judgement and professionalism whilst regularly interacting with senior internal and external stakeholders.

Daily responsibilities will include, but not be limited to: coordination of meetings, preparation of meeting papers and communications, travel booking, credit card reconciliation and coordinating department wide events along with diary management and resolving issues as they arise. This includes managing email correspondence on behalf of the Executive Director HR and OHS and being able to anticipate upcoming needs and priorities.

You will be able to juggle multiple stakeholders and conflicting priorities with ease and proactively identify and follow-up meeting actions and other priorities as required.

1. Key Responsibilities

- ▶ Provide exemplary executive support for the Executive Director HR and OHS and Director Digital and Data.
- ▶ Draft correspondence, prepare reports using University databases, undertake research and prepare presentations to a high degree of accuracy.
- ▶ Build and maintain strong and effective relationships with internal and external staff to ensure the efficient delivery of executive support.
- ▶ Act as an initial point of contact for the Department for all enquiries, ensuring commitment to quality customer service, effective communication and liaison with all levels of leadership and staff from across the University as well as external stakeholders.
- ▶ Process and manage all departmental invoices and keep track of payments.
- ▶ Manage and track spend against the department budget.
- ▶ Organise events on behalf of the department including venue bookings, catering, attendance lists and co-ordination.
- ▶ Arrange travel itineraries, conference registrations and administrative assistance as required.
- ▶ Work collaboratively as a team member of the department's staff and undertake other functions and tasks as required by the Executive Director.
- ▶ From time to time, you can expect to provide support to Director Capability and Talent and Director Workplace Relations.
- ▶ Establish processes and procedures to coordinate the workflow of the office, and ensure continuous improvement and review to meet requirements.
- ▶ Establish and maintain effective filing and database systems for records management of email, records, papers, telephone and distribution lists.
- ▶ Ensure compliance and quality assurance management, in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.
- ▶ Key competencies required for successful performance in this role include:

- Building networks, partnerships and alliances - Initiating and maintaining strong connections and collaborations (internal and external) and the communities with which the University works.
 - Delivering results - demonstrating a keen understanding of University operations and the organisational levers (systems, processes, departments, faculties); drawing from personal experience to quickly evaluate plans and processes to solve problems.
 - Instilling trust – gaining the confidence and trust of others through honesty, integrity and authenticity.
 - Managing ambiguity – operating effectively, even when things are not certain or the way forward is not clear.
 - Navigating change – being able to work with a constantly changing landscape and adapting quickly when priorities and direction changes.
- ▶ Key internal relationships include:
- Executive Director Human Resources & OHS
 - Director Digital and Data and team
 - Director Capability and Talent and team
 - Director Workplace Relations and team
 - Chancellery Executive and Senior Leadership teams
 - Executive Assistants within the University
 - HR Staff across the University
 - Other relevant senior stakeholders across the University
- ▶ Key external relationships include:
- Staff of other higher education institutions
 - Government departments and agencies
 - Non-government organisations and Corporate sector

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Degree qualified and/or substantial experience providing support at executive level.
- ▶ Exceptional organisational and time management skills, including the ability to effectively and efficiently coordinate and prioritise tasks to meet competing deadlines.
- ▶ Demonstrated ability to deal with highly sensitive and confidential issues with discretion and professionalism.
- ▶ Demonstrated ability to work independently with minimum supervision, show initiative and work productively as part of a team, taking responsibility for outcomes.
- ▶ Capacity to exercise judgement and use initiative to resolve issues.
- ▶ Excellent communication and interpersonal skills including the ability to present information clearly and concisely, both written and verbal, with a high degree of accuracy and attention to detail.
- ▶ Demonstrated ability to initiate and maintain positive working relationships with a range of stakeholders.

- ▶ Ability to juggle competing priorities and stakeholders, all with a sense of urgency.
- ▶ Outstanding Microsoft Office skills.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Executive Assistant operates under broad direction from the Executive Director HR and OHS, and the Director Digital and Data to assist with key administrative activities as required.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Assistant must exercise excellent judgement in everyday decision making and problem solving, including managing ambiguity and using initiative when the way forward is not clear. They must be able to work confidently within a constantly changing landscape and adapt quickly when priorities and direction changes.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Executive Assistant is expected to have or quickly develop a keen understanding of University operations and the organisational levers (systems, processes, departments, faculties); drawing from personal experience to quickly evaluate plans and processes to solve problems. They will be able to initiate partnerships and alliances, maintaining strong connections and collaborations (internal and external) with the communities with which the University works.

3.4 BREADTH OF THE POSITION

The Executive Assistant is required to collaborate and liaise with a broad range of academic and professional staff within Chancellery and the broader University as well as external stakeholders and organisations. The Executive Assistant is also required to assist the Directors Capability and Talent and Workplace Relations.

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 Administration and Finance portfolio within the Chancellery provides core corporate services functions for the University. These include:

- ▶ Finance: The core objective of the Finance team is to advance University strategy through financial leadership and innovation. It provides corporate financial services to the University, including finance strategy, financial performance, accounting, budgeting, treasury, capital planning and investments.
- ▶ Property and Sustainability: The Property and Sustainability team is leading the transformation of our campuses by creating innovative spaces that inspire the great minds of the future; it is responsible for campus strategy, sustainability and the Smart Campus.
- ▶ Human Resources: This Human Resources and Occupation Health & Safety team specialises in attracting the best thinkers in the world, supporting our innovative and diverse community, and ensuring the University is a place to grow and thrive.
- ▶ Digital and Data: Provides core corporate services functions including finance, human resources and employee relations, capital works and infrastructure planning, IT, environmental health and safety, and procurement.

6.2 BUDGET DIVISION

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and

- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

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>