



Executive Officer

Department/Unit	Office of the Deputy Vice-Chancellor and Vice-President (Education)
Faculty/Division	Deputy Vice-Chancellor and Vice-President (Education)
Classification	HEW Level 6
Work location	Clayton campus
Date document created or updated	April 2018

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. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The **Portfolio of the President and Vice-Chancellor** provides executive management and strategic advice to the Vice-Chancellor, leadership in the management and delivery of key strategic and cross-portfolio initiatives and University level governance. The portfolio is responsible for managing the University's global campuses, partnerships and affiliations, and is accountable for:

- External relations management;
- Coordination of special events arranged on behalf of the Chancellor and the Vice-Chancellor; and
- Leadership in and development of relationships with a range of local and international stakeholders and partners, including alumni, benefactors, government, industry and strategic alliance affiliates.

The **Deputy Vice-Chancellor and Vice-President (Education)** leads Monash University's integrated approach to education, framed by the Monash University Focus Monash Strategic Plan www.monash.edu/about/who/strategic-plan, and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

The **Office of the Deputy Vice-Chancellor and Vice-President (Education)** leads a dedicated portfolio to shape the University's future path in education and in advancing Monash's commitment Indigenous education and to social inclusion. The portfolio is charged with leading the University's approach to learning and teaching, and championing a world-class educational experience for students.

Position purpose

The Executive Officer provides a range of high-level administrative and governance services to support the Office of the Deputy Vice-Chancellor and Vice-President (Education). The position works closely with internal partners to ensure smooth and professional operation of the office including executive administrative and communications support, event coordination and provide executive-level support to committees and working groups. The Executive Officer also provides administrative support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the Education Portfolio Executive team.

The Executive Officer operates with excellence in process and judgement to provide sound and timely advice and executive support to clients, staff and other stakeholders.

Reporting Line: The position reports to the Senior Advisor, Strategy and Policy.

Supervisory Responsibilities: Not applicable

Financial delegation: Not applicable

Budget responsibilities: Not applicable

Key responsibilities

1. Provide a range of executive support, administration and governance services including: providing specialist advice, facilitating communication and work flow, producing and editing papers, briefings, presentations and other correspondence
2. Provide a range of communications and event support including: coordinating events, undertaking promotional activities, developing, sourcing and maintaining content for the website and intranet
3. Coordinate and administer executive level committee support including co-ordinating and supporting seminars, meeting and working groups, providing executive support to committees, taking and preparing minutes and implementing and following-up action items
4. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings and communication
5. Undertake research, investigate options and provide recommendations and advice on a range of administrative issues
6. Actively participate in continuous improvement activities to streamline processes and facilitate administrative efficiency
7. Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
8. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication, understand business needs and deliver effective, consistent services

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a degree in a relevant field with subsequent relevant experience; or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience providing excellent and professional administrative and executive support services in a busy and complex environment
3. Strong administrative skills, including demonstrated accuracy and attention to detail, ability to draft, edit and manage professional correspondence and reports and appropriately handle confidential and sensitive information
4. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative
6. Excellent analytical and problem solving skills
7. Excellent written and verbal communication skills, including the ability to interact positively with a diverse range of clients and draft professional documentation for a range of audiences

8. Highly developed computer literacy, including experience using business software such as Microsoft Office

Other job related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which 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.