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| **Position Description** |

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| **Executive Officer** |
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| **Position No:** | 50100107  |
| **Division:** | Vice President (Administration) |
| **Department:** | Office of the Vice President (Administration) |
| **Campus/Location:** | Melbourne (Bundoora) |
| **Classification:** | Higher Education Officer Level 9 (HEO9) |
| **Employment Type:** | Continuing, Full-Time |
| **Position Supervisor:** **Number:** | Vice President (Administration)50036781 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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| **Position Description** |

**Executive Officer**

**Position Context**

Reporting to the Vice President (Administration), this position is responsible for the provision of high level advice and support to the Vice President (Administration) in the implementation of strategies to ensure the exceptional delivery of key services within the Administration portfolio.

* Working under broad direction, provide a range of high level analysis, research and policy recommendations; developing briefing papers, business cases, risk analysis reports and discussion papers;
* Managing diverse expectations on service delivery and assist in resolving issues relating to a range of activities within the Vice President (Administration) portfolio;
* Managing a wide range of projects and programs across the University involving liaison with key senior management and the monitoring and quality assessment of these projects and programs
* Representing the Office of the Vice-President (Administration) on projects, committees and programs across the University;
* Managing the development and consolidation of the annual Business Plan involving all Divisions within the Vice President (Administration)’s portfolio; this involves monitoring key achievements against identified performance indicators of these Divisions;
* Organising and supporting committees, taskforces, working parties and a diverse range of related activities within the portfolio of Vice President (Administration).

This position operates with a high degree of autonomy and delegated accountability. A major component of this role is to seek and listen to a range of senior management’s views to gain a good understanding of relevant issues and recommending innovative or expanded ways to support the delivery of Administration services.

Relationship building and information sharing with relevant Divisions within the Administration portfolio and that of the other Senior Executives is a key success factor to this role.

**Duties include:**

* Provide high level research, analysis and strategic advice on a range of service issues and policy recommendations as required by the Vice President (Administration) and senior University management.
* Assist the Vice President (Administration) in resolving operational issues, working with Divisional Heads, relating to the entire range of Administration services within the portfolio of the Vice President (Administration).
* Manage the development and consolidate the annual Business Plan involving all Divisions within the Vice President (Administration)’s portfolio. This involves working closely with the relevant Heads of Administration Divisions and developing an effective system of managing reports and monitoring key achievements against identified performance indicators.
* Coordinate and collate responses across the Administration Division to a range of requests for information and assist the Vice President (Administration) on the development of a University-wide and/or a Divisional view on a range of issues including:
	+ Research, interpretation, analysis, evaluation and synthesis of the required information.
	+ Collation of information and data and the development of reports or briefing papers which analyses relevant issues and provide recommendations.
	+ Development of briefing notes and summary recommendations for a range of audiences, both internal and external to the University.
* Actively contribute to and manage a diverse range of significant projects and programs across the University. This involves monitoring the implementation and quality assessment of projects implemented by all Divisions within the Administration portfolio.
* Assist the Vice President (Administration) in the review of business activities within the Administration Divisions including risk analysis, development of business cases and organisational structure reviews as required. This includes identifying and developing a comprehensive suite of planning documentation, reports, submissions and briefing papers.
* Provide secretariat support to relevant Committees, taskforces and working parties lead by the Vice President (Administration). This may include acting as secretary for meetings, including developing and circulating agendas, preparing briefing and discussion papers, interpreting issues to determine actions required to resolve issues, and following up on matters raised.
* Representing the Office/Portfolio of the Vice-President (Administration) on projects, committees and programs across the University and as required liaise with the portfolios of other Senior Executives;
* Undertake other duties as identified by the Vice President (Administration).

**Key Selection Criteria:**

* A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
* Proven ability to plan at both the strategic and operational levels and the ability to manage programs, projects and people independently in a fluid environment. Excellent professional knowledge and experience in the development, implementation and continuous improvement of corporate administration policies and systems is essential.
* Outstanding customer service, interpersonal and communication skills, including demonstrated experience in building effective working relationships and working as a team member and conflict resolution. This is supported by the ability to deal with tact, discretion, empathy and the strictest confidence when dealing with various matters and queries on behalf of the Vice President (Administration).
* Significant experience in the delivery of excellent and responsive administrative services through the development, integration and provision of a range of services to meet or exceed client expectations.
* Excellent critical thinking, conceptual and analytical skills; and experience in undertaking qualitative and quantitative research and analysis on which to base the preparation of business cases, reports, briefing papers, discussion papers and submissions. This includes the capacity to analyse, interpret and understand a range of issues, and integrate internal and external requirements to resolve issues.
* Outstanding problem solving skills, including the ability to develop innovative solutions and respond to changing priorities and deadlines.
* High-level project management, organisational and negotiation skills.
* A demonstrable commitment to the La Trobe cultural qualities of innovation, accountability, connectedness and care.

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

* hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
* take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

* We are***Connected****:* We connect to the world outside — the students and communities we serve, both locally and globally.
* *We are* ***Innovative****:* We tackle the big issues of our time to transform the lives of our students and society.
* *We are* ***Accountable:*** We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
* *We* ***Care:*** We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: