

## Position Description

### College Executive Officer

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<b>Position No:</b>	50021052
<b>College:</b>	College of Arts, Social Sciences and Commerce
<b>Campus/Location:</b>	Melbourne Campus, Bundoora
<b>Classification:</b>	Higher Education Officer Level 8 (HEO8)
<b>Employment Type:</b>	Fixed-term, full-time
<b>Position Supervisor : Number:</b>	College General Manager
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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#### Position context

The College of Arts, Social Sciences and Commerce (ASSC) comprises 4 Schools and 12 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the College General Manager (GM) and responsive to the College Pro Vice-Chancellor (PVC), this position is responsible for the provision of high level strategic advice, project management and executive support including but not limited to:

- The provision of strategic advice and operational delivery of projects associated with the strategic direction for the College, which include:
  - Staff engagement
  - Student satisfaction
  - Teaching quality
  - Service delivery
- Working under broad direction, provide a range of high level analysis, research and policy recommendations; developing briefing papers, high level reports and discussion papers
- Managing the development and delivery of College internal communications and associated engagement events and activities
- Line-management of the College Executive Office team including managing overall workflow within the office and engagement with relevant stakeholders
- The provision of project management on a range of significant projects and programs across the College involving liaison with key stakeholders and the monitoring and quality assessment of these projects and programs
- Organising and supporting ad hoc committees, taskforces, working parties and other related activities within the Executive Office

The College uses a complex matrix governance structure to manage the multi-campus, multi-disciplinary networked nature of its activities. This position will work closely with shared services to ensure they are consistent with service expectations negotiated by the College General Manager and Divisional Heads.

The incumbent will be self-driven, passionate about staff engagement and student outcomes and have proven experience working with ambiguity and a high level of independence.

Three positions report to this position: two Senior Administration Officers (EA to the PVC and GM and EA to the APVCs) and the Project Coordinator – Research. Two graduate project officers will report to this position until early February 2018.

## **Accountabilities**

- Provision of high level strategic advice, consultancy and executive support for the PVC and GM on strategic and operational matters
- Provide high level project management support to the PVC and GM on a range of projects and programs that support the strategic objectives of the College. This involves monitoring the implementation and quality assessment of these projects
- Lead College internal communications and associated activity
- Manage and coordinate in liaison with the GM timely responses to requests to the Executive Office on a range of issues, including undertaking relevant work such as:
  - Research, interpretation, analysis, evaluation and synthesis of the required information
  - Collation of information and data and the development of reports or briefing papers
  - Facilitating clear communication and resolution of issues
  - Pro-active tracking and monitoring of all requests
- Ensure effective College contributions on university committees, reference groups, panels and working parties
- Manage the overall workflow within the office of the PVC and GM, working in collaboration with Schools, College Hubs, University Divisions, and other relevant stakeholders
- Management of other administrative functions and tasks, as directed by the GM

## **Key selection criteria**

- A relevant degree, with extensive experience, preferably in a strategic, communication, policy or operational advisory role, in providing project, administrative and high level strategic and executive support to senior management; or an equivalent combination of relevant knowledge, training and/or experience
- High-level project management and organisational skills including the ability to manage complex tasks, pay attention to detail and plan workflow to meet competing deadlines. This includes strong organisational and administrative ability; the capacity to manage several projects simultaneously; and the ability to take initiative and work independently
- High level written communication skills, including the ability to prepare strategic communications, concise, accurate and persuasive reports, discussion papers and correspondence, as well as the ability to present alternative options to resolve issues and provide recommendations for a particular position
- Excellent interpersonal, negotiation and professional communication skills, with an ability to interact and liaise effectively with staff at all levels of the University and from varying backgrounds. Ability to deal with tact, discretion, empathy and the strictest confidence when dealing with various matters and queries
- Excellent critical thinking, conceptual and analytical skills; experience in undertaking qualitative and quantitative research and analysis on which to base the preparation of reports, briefing papers, discussion papers and submissions. This includes a capacity to analyse, interpret and understand a range of issues, and integrate internal and external requirements to resolve issues

- Demonstrated software package skills, including Microsoft Office

### 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 Resources use only

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Initials:

Date: