

<b>POSITION TITLE</b>	Executive Assistant
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<b>FACULTY/INSTITUTE/DIVISION</b>	College of Health and Medicine
<b>SCHOOL/SECTION</b>	School of Health Sciences – Nursing Discipline
<b>CAMPUS</b>	Newnham
<b>CLASSIFICATION</b>	HEO5
<b>DATE</b>	November 2018

### POSITION SUMMARY

Open to Talent, the University of Tasmania's strategic plan, sets a bold vision for the future, with high ambitions across the domains of research, students and community. UTAS recognises that achieving this vision is dependent on the people who work for the University.

The College of Health and Medicine is characterised by an entrepreneurial inter-professional culture, high quality professional health programs and strong partnerships with health service providers. The College's research strengths are in the following themes: dementia and translational neurosciences, health care services; prevention and management of chronic disease; and technology enhanced learning and teaching.

The School of Health Sciences is a large multi-campus school specialising in Nursing, Midwifery, Allied Health and Medical Laboratory Science, Rural Health and Exercise Science. Central to the School's operations are close partnerships with industry including hospitals, local health districts and aged care facilities, enabling students and staff to benefit from work-integrated learning, research, collaborative opportunities and industry links to employers and future colleagues.

Across the College, our research and education is characterised by our multidisciplinary approach, which brings together expertise from across the College within the disciplines of Nursing, Biomedical Science, Clinical Sciences, Exercise Science, Pharmacy, Psychology and Paramedicine.

The Executive Assistant, under the direction of the Senior Administration Officer and the broad direction of the Business Manager is responsible for the provision of high-level administrative support to the Head of the Discipline of Nursing and Nursing Discipline leadership team academic staff and students of the Discipline of Nursing. The responsibilities of the role include providing executive assistance to the Head of Discipline diary management, financial management, involvement where required on strategic planning initiatives and general administration and executive support. The position requires close working relations with both academic and professional staff within the School and the College and must be able to relate effectively with all University staff and students, as well as members of the public and key health stakeholders.

The Executive Assistant requires an understanding of the policies and procedures of both the School and more broadly of the College and University, with particular expertise in administrative areas developed through extensive experience. An ability to use discretion and implement and apply these policies and procedures to meet objectives is required.

### POSITION RELATIONSHIPS

<b>Supervisor</b>	Senior Administration Officer (Newnham)
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	Dotted Line – Head of Discipline
<b>Direct reports</b>	Nil
<b>Other</b>	Head of Discipline School Business Manager School Academic and Professional staff at all levels on all campuses College of Health and Medicine staff Prospective, existing and past clients of the School and University

#### KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provide high level executive support and services to the Head of the Discipline of Nursing and Directors of Nursing including the preparation, composition and drafting of comprehensive correspondence and reports, management of diary commitments and travel arrangements.
2.	Provide high level executive support to the Nursing Discipline leadership team and committees and other School/College meetings as necessary, including booking of facilities and equipment, the effective preparation of agendas, minutes and briefing papers and correspondence and take appropriate action to ensure prompt implementation of agreed actions.
3.	Act as liaison point for industry partners and stakeholders when interacting with the School and Discipline. Ensure enquiries are responded to and appropriately managed within the School and College.
4.	Develop, implement and maintain procedures and documentation surrounding Nursing academic staff performance management, academic probationary requirements and leave and maintain data relating to both as per University policy.
5.	Provide efficient use of word processing, spreadsheet, database, email and internet software, for preparation of correspondence, reports and communications to ensure administrative procedures and services are effective and efficient.
6.	Assist with the development, implementation and maintenance of the School's policies and procedures, delegations register, strategic plan, risk management register, business continuity plan and School and Faculty reporting requirements.
7.	Liaise in an efficient and effective manner with all staff and students of the School and College, including contributing to the executive administrative operations of the School and the staff that support these services across all campuses.
8.	Other duties as required under the direction of the Senior Administration Officer and/or School Business Manager.

#### DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The Executive Assistant is required to work with minimal supervision under the broad direction of the Senior Administration Officer and School Business Manager.

The incumbent operates under general direction and will exercise a high degree of judgment, discretion and impartiality in handling matters of a confidential nature.

#### POSITION CRITERIA

##### Essential Requirements

1. Completion of Diploma level qualification in a relevant area or an equivalent combination of relevant experience and/or education/training.
2. Extensive experience and the demonstrated ability to take a leadership role in providing executive administrative support and reviewing associated processes to ensure they are conducted in the most efficient and effective manner.

3. Demonstrated experience and effectiveness in implementing and/or overseeing the implementation of policies and procedures.
4. Demonstrated high level communication skills (written, oral and interpersonal) and demonstrated ability to interact and communicate effectively and professionally with members of the public, professional bodies and stakeholders, across a range of positions.
5. Demonstrated high level computer literacy including the ability to maximise the use of computer software to ensure efficient administrative processes.
6. Demonstrated ability to work independently using initiative and judgement, as well as part of a small team.
7. Demonstrated organisational skills and the ability to meet tight deadlines, work under pressure and prioritise tasks for oneself and on behalf of others in a complex and ever changing work environment.

#### **Desirable Attributes**

8. Familiarity with University policies, procedures and organisational structures.
9. Demonstrated working in a University or higher education administrative environment

### **WORKPLACE HEALTH AND SAFETY**

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

### **UTAS STATEMENT OF VALUES**



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can