## Position Summary

The Division of Operations comprises Finance, Estate Management, IT and HR.

The Executive Assistant is responsible for providing high-level executive administrative support to the Vice- President (VP), Director Operations and provide administrative and governance support to the Office of the VP.

The role of Executive Assistant reports to the Executive Officer, Division of Finance and Operations and has no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Provide superior executive support and management of the VP’s schedule and all aspects associated with it, including the monitoring and prioritising of emails, preparation of responses, and ensuring the review of papers and pre-reading is actioned in a timely manner;
* Respond to a range of enquiries including complex and diverse matters, by interpreting and applying University and Faculty policies, procedures, and guidelines.
* Liaison on behalf of the VP with various stakeholders and senior managers internal and external for the coordination of briefs and papers.
* Provision of executive support to organisational or strategic committees or panels on a regular basis.
* Research and integrate information from various sources to prepare comprehensive documentation, correspondence, reports, and presentations for the VP that may involve sensitive and confidential information
* Management of all correspondence in and out of the office of the VP, including the collation, dissemination, and follow-up of information on behalf of the VP.
* Management of day-to-day aspects of the office and other process-related matters across the Executive group. Promote a culture of continuous improvement within the VP’s office, through continual review of effective administrative processes and systems, implementing and communicating improved work practices where appropriate.
* Coordinate the VP’s travel arrangements including flight and transport bookings, itineraries, accommodation, conference registrations and any other requirements
* Support with Governance paper submissions, including the management of deadlines and quality of submissions to the Office of the VP.
* Financial administration and maintenance of all travel and credit card accounts and cost centre codes associated with the Office of the VP. This includes maintenance of stationery requirements, equipment and basic purchasing as required.
* Management of electronic and paper filing in accordance with approved records management processes and security requirements.
* Working as a team with the MB Executive Assistants to ensure the smooth running of the Management Board team.
* Always lead relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency within the Office of the VP Maintain a high-level of confidentiality.
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

* Relevant degree with extensive relevant experience supporting a senior manager or executive, or equivalent competence gained through another combination of education, training, and experience
* Superior time management and organisational skills with a proven ability to manage upwards to support establishment of priorities, manage multiple tasks and meet competing deadlines without supervision.
* Demonstrated experience working with a high degree of confidentiality and integrity and the ability to work flexible hours as required.
* Excellent and professional interpersonal and written and verbal communication skills including ability to establish relationships and influence a diverse range of internal and external stakeholders
* A performance-oriented approach with strong customer service skills and willingness to receive ongoing feedback on performance.
* Proven ability to apply extensive knowledge and experience to analyse and resolve complex and sensitive matters efficiently and effectively, with discretion, tact and sound judgment Strong computer skills, in particular Microsoft Outlook, Word, Excel, PowerPoint, Visio, and financial software programs, as well as demonstrated ability to report and analyse metrics from relevant sources.
* Demonstrated ability to apply, interpret, advise on, and develop protocols, procedures, guidelines, and administrative systems.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
* An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.