

<b>Position Title</b>	Executive Assistant
<b>Classification</b>	Level 6
<b>School/Division</b>	Vice-Chancellery
<b>Centre/Section</b>	Office of the Vice-Chancellery
<b>Supervisor Title</b>	Chief of Staff
<b>Supervisor Position Number</b>	316362
<b>Position Number</b>	315427, 316225, 317092

### **Your work area**

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The University of Western Australia (UWA) is a member of Australia's prestigious Group of Eight and ranked among the top 100 universities (top 1% in the world) with a broad and balanced coverage of disciplines in the arts, sciences and major professions.

### **Reporting structure**

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Reports to: Chief of Staff

### **Your role**

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As the appointee you will, under minimal direction, provide high level executive and administrative support to the Vice-Chancellery, taking a lead role in the establishment and maintenance of diary arrangements, office systems, policies and procedures to ensure efficient operations; you will use expertise to recommend and implement new office policies and procedures as part of a dynamic and fast paced team.

### **Your key responsibilities**

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Provide high level executive support to the Vice-Chancellery, including significant diary management and email support

Plan, implement and coordinate a range of administrative functions, including a consistent system for issue and resolution tracking

Establish, document and maintain policies and procedures and office systems for efficient operation

Respond to more complex and diverse enquiries

Analyse and provide innovative solutions to problems

Organise and coordinate travel bookings

Obtain research material and ensure all action is taken

Assist with special projects, research and the preparation of briefing papers

Liaise with staff and external organisations on sensitive matters

Maintain an awareness of the higher education sector general issues

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience at an appropriate level

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Excellent written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Highly developed ability to carry out research and write reports

Commitment to providing a high level of quality customer service

Experience working in a University environment or similar large organisation

Ability to maintain strict confidentiality and discretion

## **Special requirements (selection criteria)**

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There are no special requirements.

## **Compliance**

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Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).