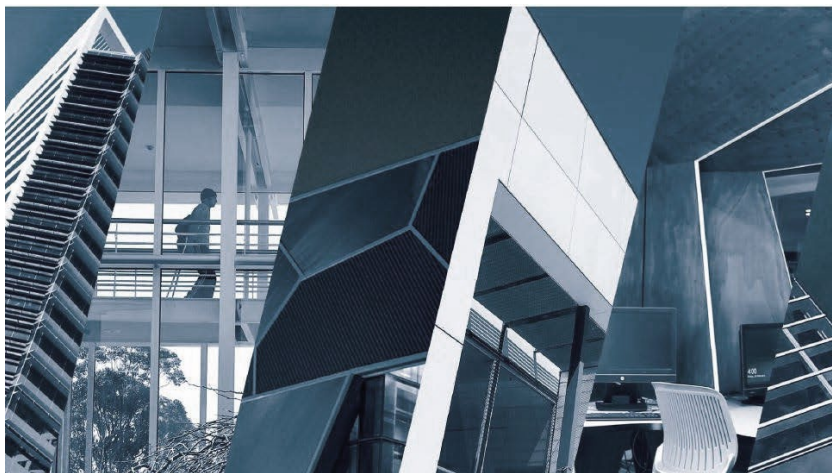


Position Description



Position title:	Senior Advisor to the Vice-Chancellor and Manager, Vice-Chancellor Office
School/Section/VCO:	Office of the Vice-Chancellor
Campus:	Mt Helen Campus. Travel between campuses will be required.
Time fraction:	Full-time
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Deborah Walker, Director, Human Resources Telephone: (03) 5327 9500 E-mail: director.hr@federation.edu.au
Recruitment number:	850027

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

The Vice-Chancellor Office (VCO) provides support to the Vice-Chancellor and other senior staff in their key leadership roles in the University. The VCO is responsible to the University Council for the academic and administrative affairs of the University and for maintaining, reviewing and promoting the effectiveness, efficiency and good order of the University.

Position summary

The Senior Advisor to the Vice-Chancellor and Manager, Vice-Chancellor Office (The Senior Advisor) is an influential and multifaceted role, serving as a primary liaison between the Vice-Chancellor and President and the various leadership members. The incumbent will lead and coordinate high-priority projects and initiatives, in addition to managing issues and requests on the Vice-Chancellors behalf. The Senior Advisor will coordinate communications and prepare high level correspondence, including report writing, drafting applications, creating presentations, in addition to liaising with a variety of internal and external customers.

The Senior Advisor assists with stakeholder relations, in addition to leading the administrative, operational, and financial budget management of the VCO ensuring high level support for the Vice-Chancellor that is seamless, and optimum delivery of all Executive Assistant (EA) support activities so that the Executive leadership team can fulfil their primary responsibilities.

The successful incumbent will be an effective problem solver and negotiator, tactful communicator, and adept at working in a complex environment. The Senior Advisor will possess the ability to work independently and make sound strategic business decisions, balanced with being a trusted advisor to the Vice-Chancellor the University and relevant external stakeholders.

Level of Supervision and responsibility

The Senior Advisor will work independently, receiving direction from the Vice-Chancellor. The Senior Advisor will supervise the EA's and build a collaborative, collegial team environment. The incumbent will exercise judgement and decision-making in relation to external and internal commitments and requests, often in the absence of the Vice-Chancellor.

This position will also hold key relationships with Governance and Strategy, Corporate Communications and Government Relations, members of the Vice Chancellor's Senior Team, Schools and Directorates.

Location

This position is located in Ballarat at the University's Mt Helen Campus. The incumbent may be required to undertake duties at any of the University's campuses from time to time.

Key responsibilities

1. Coordinate, prepare and review a wide range of material for the Vice-Chancellor with meticulous detail, including Council and other reports, submissions, high level PowerPoint presentations, proof-reading and editing government and other agreements and submissions for Vice-Chancellor approval, substantial correspondence, management reports and other documentation as required.
2. Management of the Office of the Vice-Chancellor (VCO), ensuring the smooth running of the VCO, efficiently keeping the Vice-Chancellor informed of all relevant issues and maintaining confidentiality.
3. Work closely with the Vice-Chancellor to oversee, and manage as required, projects, events and activities.
4. Undertake a significant role in the review and resolution of all external and internal communications to the VCO ensuring that matters are progressed in accordance with relevant University policies, practices, protocols and the expectations of the Vice-Chancellor.

Including the following key accountabilities:

- prioritisation and attending to correspondence and enquiries without reference to the Vice-Chancellor as appropriate;
- ensuring archiving and having systems in place of electronic filing, of all incoming and outgoing material;
- tracking responses and coordinating the progress of matters requiring input from staff in other areas of the organisation; and
- coordinating relevant internal/external strategic and high-level communication as required.

5. Provide or coordinate executive support to committees and working groups as required, including the preparation of agenda papers, minutes, correspondence and undertaking any follow up action after meetings, including monitoring agreed actions on behalf of the Vice-Chancellor.
6. Lead, manage or provide support on Executive-centric projects. Including the preparation of relevant documentation and submissions, liaising with various stakeholders to maintain project integrity and timeliness, collecting, processing and quality checking of data and information and any other responsibilities as required by the project.

Manage the communication, support and organisational aspects of external relationships relevant to the Vice-Chancellor.

Including the following key accountabilities:

- manage activities with the Vice-Chancellor's counterparts at other universities, heads of partner organisations, relevant ministers and government departments;
 - manage attendance of Vice-Chancellor and other senior executives at key internal and external events to ensure appropriate participation;
 - maintain effective networks and developing effective working partnerships with key stakeholders across the University;
 - developing effective communication and working relationships with relevant internal and external stakeholders, in order to inform and support the work of the Vice-Chancellor; and
 - manage and provide support for external visitors, delegations, functions and events.
7. Manage and lead the Executive Assistant (EA) staff and planning, building and maintain a high performing, collaborative, collegial team environment conducive to a fast pace and changing University environment.
 8. Implement and monitor workflow policies and processes to achieve required goal/s, objective/s and performance measures, consistent with quality and service expectations, remaining abreast of timelines and deadlines for the VCO and prioritise work accordingly for self and EA team.
 9. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position.
 10. Undertake the responsibilities of the position adhering to:
 - the Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Training and qualifications

Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Experience in effective leadership, planning, organisation, project and operations management, with meticulous attention to detail, and astute workflow and workload management using strong data and analytical skills.
3. Demonstrated experience in gathering evidence and data to inform documents and presentations, in addition to expertise in relevant software packages for presentation.
4. Demonstrated commitment to continual improvement processes and innovation in the management of administrative support systems and resources at a senior leadership level.
5. Demonstrated experience providing advice to an executive team, and management and collaborative work practices to achieve high quality performance, results and outcomes.
6. Demonstrated strong, effective and diplomatic interpersonal and oral communication skills that demonstrate the ability to relate to a wide range of staff at all levels, the ability to foster an environment of trust and the ability to gain the cooperation of others.
7. Demonstrated, advanced written communication skills for drafting presentations, reports, letters and relevant documents using data and the latest software packages for maximum impact.
8. Demonstrated personal integrity and professional commitment and the ability to deal with confidential matters with discretion.
9. Demonstrated willingness to work flexible work hours, and the ability to work different hours if required.
10. Demonstrated resilience, flexibility, initiative and the ability to operate strategically within a busy and complex environment, to deal effectively with competing demands and to produce high quality responses within limited timeframes.
11. Demonstrated understanding of the Australian higher education sector and of the distinctive profile of Federation University Australia.
12. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

Federation University Australia
Union Enterprise Agreement
2019–2021
Academic and General Staff Employees