

Position description

Position title:	Executive Support Officer, Chancellery
School/Directorate/VCO:	Vice Chancellor's Office
Campus:	Mt Helen Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 5 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849523
Further information from:	Ms Diana Ojajune Executive Director, Chancellery Telephone: (03) 5327 6564 E-Mail: d.ojajune@federation.edu.au
Position description approved by:	Ms Diana Ojajune Executive Director, Chancellery

This position description is agreed to by:

Employee name

Signature

Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Executive Support Officer, Chancellery will report to the Executive Director, Chancellery, and is responsible for providing high level administrative and coordination support to the Vice Chancellor's Office (VCO). The role will have a focus on supporting the government and external relations function, coordinating VIP campus tours and visits, providing administrative support for meetings, events and forums, and assisting with the preparation of submissions, reports and correspondence as directed by the Executive Director, Chancellery. The role will require effective liaison with stakeholders at all levels internal and external to the University. The incumbent will be required to maintain a high level of confidentiality, and demonstrate discretion, professionalism and the ability to work in a dynamic environment.

Travel between campuses may be required.

Key responsibilities

1. Provide high level administrative and coordination support to the Vice Chancellors Office, as directed by the Executive Director, Chancellery, to enable efficient management of workflow, including supporting government and external relations, coordinating meetings, events, campus visits and tours.
2. Develop and maintain a database of local, state and federal government and external contacts as relevant to Federation University.
3. Develop and maintain an up to date schedule of government and external engagements including recording purpose, key action items and follow up required.
4. Under direction, coordinate internal and external stakeholder events, meetings and forums including campus tours and visits, working in collaboration with the Corporate Communications team, as required. This includes scheduling dates for forums/meetings, booking venues, arranging catering, inviting facilitators/presenters, and preparing agendas, agenda papers and minutes or reports.
5. Provide key secretarial services, including the professional presentation of work such as submissions, reports, PowerPoint presentations, maintenance of Excel spreadsheets and drafting correspondence requiring an understanding of the issues involved and sensitivity to the requirements of the audience.
6. As required, coordinate diary and appointments, travel arrangements, and preparation and submission of University Purchase Card accounts for the Executive Director, Chancellery, including reconciling and coding receipts and reconciliation of other financial transactions as required, ensuring that University travel and other related policies are adhered to.
7. Work collaboratively, and with a high level of confidentiality, with the Executive Assistant to the Vice-Chancellor and other executive assistants (EA's) to ensure the effective coordination of incoming requests, correspondence, meetings and events, and as requested, assist other EA's with workload.
8. Assist with procurement as directed, including processing account payments to suppliers, and consultants, and maintaining financial records.
9. Develop, implement and refine procedures to maintain effective and efficient office systems for the administration of the Vice Chancellor's Office.

10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. 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.

Level of supervision and responsibility

The Executive Support Officer, Chancellery works under the general direction of the Executive Director, Chancellery and is required to demonstrate a high degree of professionalism, autonomy and confidentiality to coordinate and facilitate professional, high level administrative processes; and in liaising with a range of external stakeholders, including industry, government and education partners. The Executive Support Officer, Chancellery will be required to assist other EA's in the Vice-Chancellor's Office as required including covering periods of leave.

The incumbent will be required to work independently to resolve problems/issues in relation to planning, conflicting priorities and in undertaking projects; and is expected to exercise judgement within the framework of established policies and procedures, and ensure appropriate protocols are followed when dealing with those external to the University.

Training and qualifications

Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one years subsequent relevant work experience; or completion of a diploma qualification and at least two years subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.

Position/Organisational relationships

The Executive Support Officer, Chancellery reports directly to the Executive Director, Chancellery and works closely with the Vice-Chancellor and EAs in the Vice Chancellor's Office. The position will be required to possess, or demonstrate the capacity to rapidly acquire, strong organisational knowledge including a detailed knowledge of relevant policies and the interrelatedness of policies and activities. The position works closely with senior executives of the University and a range of internal teams including Corporate Communications and Marketing.

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. Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Relevant demonstrated administrative experience.
3. Demonstrated ability to utilise initiative, exercise independent judgement and make decisions under general direction and an ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
4. Demonstrated interpersonal and communication skills, with the proven ability to communicate effectively and professionally with a diverse range of internal and external stakeholders and VIPs.
5. Demonstrated organisational skills in order to manage time effectively and maximise productivity as well as an ability to summarise and present information.
6. Advanced ICT competency including the ability to utilise a full range of software packages (Adobe, word processing, spreadsheets and PowerPoint).
7. Demonstrated understanding of and commitment to a team approach.
8. Demonstrated alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.