



EXECUTIVE OFFICER

DEPARTMENT/UNIT	Earth, Atmosphere and Environment
FACULTY/DIVISION	Faculty of Science
CLASSIFICATION	HEW Level 7
WORK LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Faculty of Science** works through frontiers via our research, teaching and our partnerships with industry, government and individual supporters. Our five Schools offer a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. In terms of research, our respected researchers are at the top of their game. Their work spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. To learn more about the Faculty of Science, please visit our website: www.monash.edu/science.

The **School of Earth, Atmosphere and Environment** is located in the Faculty of Science (www.monash.edu/science/) and has close collaborations with other Schools, such as Physics, Chemistry and Biology, and with other Faculties, such as Business and Economics, Arts, and Engineering. The School has strong links with outside institutions such as CSIRO, the Bureau of Meteorology, the Australian Synchrotron, and Geoscience Australia as well as a large number of research institutes and universities globally.

The School is highly multidisciplinary with very active groups in Dynamical Meteorology, Climate Dynamics, Cloud Processes, Turbulence and Atmospheric Convection, Biosphere-Atmosphere Interaction, Climate Impacts and Adaptation, Atmospheric Modelling, Urban Climate, Geodynamics, Tectonics and Structural Geology, Environmental Mineralogy, Synchrotron Geoscience and Geochemistry, Hydrogeology and Hydrochemistry, Economic Geology and Petrology, Soil Science, Environmental Earth Science, Applied Geophysics, Geomorphology, GIS and Remote Sensing. The School is actively involved in several research Centres, such as the Australian Research Council's Centre of Excellence for Climate System Science, the Australian Research Council's Centre of Excellence for Climate Extremes, the Corporative Research Centre for Water Sensitive Cities and the 3D ALIVE (Applied Laboratory for Immersive Visualisation Environment).

POSITION PURPOSE

The Executive Officer supports the Head of School, the School Manager and the School of Earth, Atmosphere and Environment through the provision of project coordination and high level administrative support, with a critical role in supporting the delivery of key services and initiatives pertaining to the teaching and research strategies and activities of the school.

The position provides high level administrative and office management services to support the operations of the office of Head of School and School Manager. The Executive Officer also provides support to projects, policy interpretation and advice, and undertakes a variety of administrative duties to meet the operational demands of the office. The Executive Officer will have the ability to prepare professional documentation, advise and negotiate at high levels and maintain discretion. The incumbent is expected to operate with excellence and expertise in process and judgement to provide sound and timely advice and support to staff and other stakeholders.

Reporting Line: The position reports to School Manager and works with a high degree of autonomy under broad direction

Supervisory Responsibilities: This position provides direct supervision to administration staff

Financial Delegation: Yes, in accordance with the University delegations schedule

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of high- level executive support and office management services to the Head of School, the School Manager and the School of Earth, Atmosphere and Environment
2. Provide high level executive-level administrative support services to committees and working groups including organising meetings, preparation and distribution of agendas and meeting documents, taking and preparing minutes and ensuring follow up items are executed in a timely fashion
3. Undertake research, policy interpretation, analyse results, investigate options and provide recommended solutions on a range of complex issues
4. Plan, undertake and oversee project coordination and tasks, ensuring they are completed in accordance with agreed standards and timeframes
5. Prepare position papers, reports, briefings, websites, policies and other written advice on a range of complex issues for various audiences
6. Coordinate responses for reports to ensure timelines are kept and responses are to a high standard, while maintaining discretion and confidentiality throughout the process
7. Provide supervision and guidance to staff to ensure strong customer focus and high quality support and services
8. Initiate and implement continuous improvement activities to facilitate the smooth and efficient delivery of administrative services and functions, policies, processes and systems
9. Build and sustain effective working relationships with a network of internal and external contacts and use these to facilitate communication, understand business needs and deliver effective, consistent services

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Extensive experience providing high-level administrative support and advisory services in a busy and complex environment
3. Excellent administrative skills, including ability to administer a function or service, provide specialist advice, draft and prepare a range of documentation and appropriately handle confidential and sensitive information
4. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
5. Staff management experience with the ability to motivate and develop staff, and plan and allocate work to meet objectives
6. High-level analytical, research and problem-solving skills and the ability to identify and recommend solutions to challenging issues
7. Excellent written and verbal communication skills, including the ability to advise and negotiate at high levels and respond positively when resolving issues
8. Advanced computer literacy, including experience using business software such as Microsoft Office

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Police Records Check is required
- A current Working With Children Check is required

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.