

Position Description

Executive Assistant to the DVC (Research and Industry Engagement)

Position No:	50002307
Department:	Office of the Deputy Vice-Chancellor (Research and Industry Engagement)
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Continuing, Full-Time
Position Supervisor:	Senior Adviser, Office of the Deputy Vice-Chancellor (Research and Industry Engagement)
Number:	50143087
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

Faiza Muhammad Fauzi, TEL: 03 9479 3799 Email: dvcric@latrobe.edu.au

Position Description

Executive Assistant to the DVC (Research and Industry Engagement)

Position Context

The Deputy Vice Chancellor (Research and Industry Engagement) (DVCRIE) is responsible for the University's Research and Industry Engagement strategy and is a member of the University's Senior Executive Group. The DVCRIE portfolio provides strategic direction and support for research and research performance at La Trobe University and consists of the Research Office, Office of PVC Industry Engagement, Office of PVC Research Capability, the Graduate Research School and La Trobe Asia.

The DVCRIE Portfolio works closely with leaders across the University, including: College Associate Pro-Vice Chancellors (Research), School Directors of Research, Research Centre Directors, Research Focus Area Directors, Heads of Schools, Heads of Departments and other internal and external stakeholders to deliver strategies and initiatives to ensure the University achieves its goals in the La Trobe University Strategic Plan 2018-22 and Research Plan 2018-22.

Duties include:

- Provide executive support assistance to the Deputy Vice-Chancellor (Research and Industry Engagement) prioritising performance of duties including:
 - Monitoring of incoming calls/email/mail and provision of appropriate responses
 - Diary management
 - Travel arrangements
 - Collating data/reports submitted
 - Financial management
 - Liaison with internal and external clients
- Prepare agenda, minutes and supporting papers, presentations and briefing notes for various meetings both internal and external to the University
- Co-ordinate arrangements for documents requiring the DVCRIE approval or signature
- Co-ordinate the formal and informal functions on behalf of the DVCRIE for international, national and local visitors and members of the University.
- Co-ordinate meetings and events for the Office of the DVCRIE, including booking of meeting rooms, arranging for video- or tele-conferencing preparing invitations, and organizing catering.
- Development of office procedures and systems, and undertake day-to-day office management, including the purchase and maintenance of office equipment, ordering of office supplies, purchase of gifts for national and international visitors and maintenance of office filing systems to ensure appropriate records are managed, monitored and maintained.
- Administrative support and coordination on selected projects for the Office of the DVCRIE.
- Carry out other duties as required by the DVCRIE or Senior Adviser.

Key Selection Criteria:

- Completion of a degree with extensive executive administration and secretarial experience to a senior position, or an equivalent combination of relevant knowledge, training and/or experience.
- Advanced level computer skills in a range of packages including Microsoft Word, Excel, PowerPoint, OneNote and experience in the use of database applications, the internet, video-conferencing and e-mail.
- Excellent interpersonal and communication skills and with the ability to build rapport and liaise with people at all levels.
- Demonstrated planning and organisational skills and an ability to coordinate work, manage a busy work schedule and meet competing timelines.

- Demonstrated adaptability, professionalism and capacity to deal with matters tactfully, discreetly and in the strictest confidence.
- Demonstrated commitment to accept personal accountability and responsibility in acting on behalf of the Office of the DVC (RIE)
- Adaptable approach to working and demonstrated ability to work collaboratively and effectively as part of a busy team.
- Demonstrated commitment to continuous improvement in administrative processes
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.

Desirable Attributes

- Understanding of the structure and operations of a University and knowledge of the University sector.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

La Trobe Cultural Qualities

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

For Human Resource Use Only

Initials: Date: