

Position Title	Executive Assistant
Classification	Level 6
School/Division	Office of the Deputy Vice Chancellor (Research)
Centre/Section	International Centre for Radio Astronomy Research (ICRAR)
Supervisor Title	Executive Director
Supervisor Position Number	305388
Position Number	308473

Your work area

ICRAR is a WA State funded high profile equal joint venture established in 2009 between Curtin University and The University of Western Australia (UWA). The Centre's headquarters are located at UWA, with research nodes at both UWA and Curtin. ICRAR is one of the lead Australian organisations participating in the international Square Kilometre Array (SKA) Project. ICRAR has been further funded from 2019 to 2024 with \$60 Million by the WA State Government and equal contribution from the Joint Venture Universities. ICRAR is one of the largest astronomy organisations in Australia.

Reporting structure

Reports to: Executive Director

Your role

You will, under minimal direction, provide high level executive and administrative support to the Executive Director. You will take part in the establishment and maintenance of efficient office systems and procedures. You will use expertise to recommend and implement new office policies and procedures as required. This position will also provide administrative and secretarial support to the executive team on a needs basis.

Your key responsibilities

Act as Executive Assistant to the Director/CEO of the Centre

Plan, implement and coordinate administrative functions including the organisation of meetings, events and taking minutes

Assist in obtaining research material and advice on matters requiring action

Assist with special projects, research and preparation of briefing notes

Assist with any administrative activities associated with graduate and undergraduate teaching and learning

Liaise with staff, external organisations and international partners on sensitive matters

Respond to complex and detailed enquiries

Provide advice and information on university policy and procedures

Maintain an awareness of the higher education sector general issues

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or equivalent competency

Substantial relevant administrative experience at an appropriate level including experience as a Executive Assistant

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

Highly developed organisational skills and demonstrated ability to meet deadlines

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

Highly developed written and verbal communication skills including report writing skills

Experience working in a University environment or similar large organisation

Knowledge of University systems, policies, procedures and structures

Ability to maintain confidentiality at all times

Special requirements (selection criteria)

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/