

### Details

Area	Deputy Vice-Chancellor Academic Portfolio
Team	Faculty Services, School of Exercise and Nutrition Sciences
Location	Melbourne Burwood Campus
Classification	HEW level 6
Manager Title	School Manager

### Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the University acknowledges, values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

[Strategic Plans – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

### Overview

The Executive Assistant provides professional administrative support to the Head of School and School Executive to ensure the office operates in an efficient and effective manner. The role manages and implements a range of specific projects relating to the development of the school. The role is in regular contact with the Executive of the School and key academic and administrative staff to successfully fulfil the requirements of the role. The role will build and maintain effective client relationships across the university, particularly with the school office, as well as with other Faculties and Divisions within the university and act as the main point of contact for internal and external communications with the Head of School.

Reporting to the School Manager the Executive Assistant will

- Manage administrative processes in the Head of School's office to ensure that they are completed in a timely manner consistent with university policy and procedures.
- Manage internal communications to university staff and students of the School where required.
- Manage external communications with government departments, peak industry bodies, partnership organisations, and other stakeholders, assigning appropriate priority to ensure timely decisions.
- Manage and prioritise the Head of School's diary (duties, functions, commitments, and internal and external activities), and assist with drafting and preparing reports, correspondence and information on behalf of the Head of School.
- Interpret, analyse and prioritise all incoming and outgoing communication and provide expert advice, feedback or referral as required with regard to university policies and procedures.
- Provide administrative support and coordination at the school level for a range of human resources processes including the recruitment of Honorary positions, academic probation, Performance Planning and Review (PPR) Academic Promotions and Academic Study Leave.
- Provide high-level support to School committees including School Executive Group and Advisory Boards.
- Manage and implement specific projects and events as requested by the Head of School and School Manager, including development of new processes, coordination of external visitors, School events and meetings, and submissions to government and other professional bodies.

### Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of stakeholders and communicate with confidence using examples to increase understanding and support.

### Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge in administrative fields; or
- An equivalent combination of relevant experience and/or education/training.
- Experience in administration, executive services and related activities in a large organisation with complex administrative structures, policies and procedures.
- Experience in operating in a high-pressure diverse environment, involving face to face, phone and written issue.
- Project or Events management experience.

### Capabilities

- **Emotional Intelligence** manages emotions to positively influence behaviour.
- **Growth Mindset** open to learning and new experiences, invests in development.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

### Special Requirements

- Infrequent work outside business hours is required
- Working with Children Check (refer to Recruitment Procedure)



**Note** The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.