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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **Position Title:** | Executive Assistant |
| **Classification:** | ANU Officer Grade 6/7 (Administration) |

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| **PURPOSE STATEMENT**  The Executive Assistant provides high level administrative, executive and project support, working closely with the administrative team to ensure the effective and efficient delivery of administrative operations.  **KEY ACCOUNTABILITY AREAS**  **Position Dimension & Relationships:**  The Executive Assistant provides administrative and executive support, ensuring efficient day-to-day operations and liaising with staff, students and visitors. The Executive Assistant is also responsible for providing high-quality committee support to various functional and cross-functional committees.  **Role Statement:**  Under broad direction, the Executive Assistant will:   1. Act as the first point of contact for enquiries, managing the flow of incoming and outgoing written correspondence and phone calls, providing advice on a range of policies and procedures and ensuring compliance with University policies and procedures for the matters processed through the office, investigating and resolving issues, when needed. 2. Provide high quality executive assistance including, but not limited to:  * Diary management, coordinating appointments and proactively resolving conflicting demands and commitments. * International and domestic travel coordination, providing assistance on the online Travel Approval process and ensuring flight and accommodation booking in accordance with University policies and local area protocols. * Coordinating purchase card reconciliations, reimbursements of expenses and other financial processes as required, including monitoring the Office budget. * Coordinating various projects, including planning and prioritising tasks and liaising with stakeholders to ensure timely project delivery. * Undertaking background research, collating, analysing and presenting data to inform executive briefs and discussion papers on key issues.  1. Provide high-level secretarial support to senior members of staff, including producing agendas, collating, reviewing and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes. 2. Manage events, including booking venues and equipment, liaising with external providers and contract management, arranging catering, liaising with participants and coordinating travel, accommodation and immigration aspects, as required. 3. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate. 4. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. 5. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling. |

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| **SELECTION CRITERIA**   1. Degree in a relevant field with demonstrated relevant experience in an executive support role in a complex environment or an equivalent combination of relevant experience and education/ training. Experience in an education environment will be highly regarded. 2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters. 3. Proven organisational skills and ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes. Diary management and/ or coordination experience is required. 4. Highly developed computer skills and proficiency using the MsOffice suite, with advanced skills in Excel and Word. 5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.   *ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.* |
| **References:** | |
| [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) | |