

Position Title	Executive Assistant
Classification	Level 6
School/Division	University IT
Centre/Section	Chief Information Office
Supervisor Title	Chief Information Officer
Supervisor Position Number	315928
Position Number	314117

Your work area

UWA is making significant investments in information and technology services to enable its strategic direction and goals. UWA is also looking to utilise technology advancements to expand its services and create new and innovative teaching and research models.

Robust, flexible, integrated and agile enterprise architecture, information and technology services are vital to enabling the university strategic objectives.

Reporting structure

Reports to: Chief Information Officer (CIO)

Your role

The Executive Assistant will, under minimal direction, provide high level executive and administrative support to the Chief Information Officer, including meetings' agendas and minutes, correspondence and records management, electronic diary management, travel arrangements, events and hospitality. As the appointee you will take a lead role in the establishment and maintenance of the office systems, policies and procedures to ensure its efficient operation and use expertise to recommend and implement new office policies and procedures.

Your key responsibilities

Plan, implement and coordinate a range of administrative functions that will include organising functions and events, correspondence and records management, electronic diary management, travel arrangements, hospitality and looking after visitors.

Apply an extensive knowledge of the office to co-ordinate its activities including liaise with other areas in the University, external organisations, and national and international organisations, respecting sensitivity and confidentiality around various issues.

Develop submissions for funding applications, departmental reviews etc.

Assist with budgeting and financial planning.

Obtain research material, assist with special projects and the preparation of briefing papers.

Respond to more complex and detailed enquiries using judgement and initiative.

Provide authoritative advice and information on a range of matters for the Division.

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 management of information.

Proficiency in a range of computing skills including the management of shared electronic diaries and email, word processing, spreadsheets, presentations and organisational level systems.

Ability to maintain confidentiality, and exercise discretion and sound judgement.

Highly developed organisational skills with an ability to set priorities and to meet deadlines.

Ability to work independently, show initiative, multi-task, and lead and work productively as part of a team.

Excellent written and verbal communication skills including excellent interpersonal skills.

Ability to liaise with internal and external stakeholders to effectively support the management team.

Special requirements (selection criteria)

Current National Police Clearance Certificate

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 [Code of Ethics and Code of Conduct](#)

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

Safety, health and wellbeing [Safety and Health Policy](#)