



Position Description

Position Title:	Executive Officer
Classification:	Senior Manager 1 (Administration)

PURPOSE STATEMENT

The Executive Officer provides high level executive support and strategic advice and information, contributing to the efficient and effective delivery of the area's operations.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Executive Officer provides high-level executive support in the achievement of strategic goals, working effectively across a wide range of high-level internal and external stakeholders, including government agencies and other relevant bodies. The Executive Officer is also responsible for managing the day to day administrative operations, working closely with the local administrative team.

Role Statement:

Under broad direction, the Executive Officer will:

1. Develop, implement, measure the performance of and report on strategic initiatives, including the development, administration and effective analysis of policies, and taking a leading role in strategic planning and continuous process improvements.
2. Provide high-level secretarial and communication support to various committees, including the preparation of papers, agenda development, minute-taking, providing minutes and following-up on agreed action items, preparing reports and regularly reporting on committee outcomes.
3. Undertake research, write reports, draft submissions and correspondence relating to strategic projects, provide high-level input in the ongoing review of policies and manage various initiatives aimed at ensuring legal compliance, as appropriate.
4. Manage new and ongoing projects, including functional reviews and the implementation of recommendations, preparing and circulating various reports, developing performance indicators and dashboards to measure and report on the area's performance and taking a leading role in identifying and realising new opportunities.
5. Be a point of liaison and coordination between the members of the Executive Team, Colleges and Divisions, key student organisations and key groups and individuals external to the University, including relevant government bodies.
6. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant postgraduate qualifications, management expertise and demonstrated extensive experience providing executive support in a complex administrative environment or an equivalent combination of relevant experience and qualifications.
2. A sound understanding of the challenges facing the Australian higher education sector and research led universities' operations. Knowledge of the ANU practices in the area of research and student management will be advantageous.
3. Proven experience providing strategic advice, planning and reporting to senior management and demonstrated experience successfully managing projects through to completion, on time and on budget.
4. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making, together with a demonstrated track record of achievement in relation to strategic goals and process improvements through the adoption of innovative approaches.
5. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated experience liaising effectively with key internal and external stakeholders and proven experience producing complex management documents.
6. Well-developed computer skills, including experience in the use of online data management and reporting systems. Advanced Excel skills and experience drafting complex business diagrams in Visio are requested.
7. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

References: [Professional Staff Classification Descriptors](#)