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## POSITION DESCRIPTION

# Executive Assistant

Position Level	6
Faculty/Division	UPP, Division of the President and Vice-Chancellor
Position Number	00093295
Original document creation	20 December 2021

### Position Summary

UNSW Planning and Performance (UPP) builds capability in key areas of business intelligence and planning based on the reliable and robust data that the UPP manages through ownership of the enterprise data warehouse, Information Hub and Data and Information Governance.

UPP is a key strategic resource for senior management of the University providing management information, analysis and insights on the data. UPP provides reports on behalf of the University to the Commonwealth Government and other statutory bodies.

The Executive Assistant plays a key role with UPP in providing general administration and clerical duties to support the delivery of UPP's goal and objectives. The Executive Assistant will work closely with the Director, UNSW Planning & Performance and the Senior Management team..

The Executive Assistant reports to the Director, UNSW Planning & Performance and has no direct reports.

### Accountabilities

Specific accountabilities for this role include:

- Provide high level executive and administrative support to the Director UNSW Planning & Performance (UPP) & UPP Senior Management Team exercising initiative, discretion, and confidentiality.
- Act as the first point of contact, respond to queries and requests, filter correspondence and prioritise urgent and often sensitive matters as required.
- Complex diary and email management, using initiative to prioritise competing requests and assisting with the preparation of responses.

- Provide secretarial support for Project Boards, UNSW Data Governance Steering Committee and other committees as required, including meeting coordination, agenda composition, catering, documentation of minutes and actions and ensuring follow up actions are managed in a prompt and accurate manner.
- General Administrative duties for the Director UPP including processing and reconciling financial expenses and coordination of travel arrangements in accordance with UNSW policies & procedures and the effective management of building maintenance and security.
- Provide support in the delivery of UPP projects, initiatives, and other ad hoc programs
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Use discretion and initiative in applying procedures within area of responsibility, in line with UNSW policies and procedures.
- Assist in the implementation of policies, guidelines, and procedures, and play a leading role in their application to ensure the effective operation of the UPP.
- Provide an effective link that helps maintain positive working relationships between the direct reports and all key internal and external stakeholders, managing all interactions with professionalism, tact, and discretion.
- Provide other business support on an ad hoc basis.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## **Skills and Experience**

- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.
- Demonstrated ability to supervise, influence and guide staff.
- Highly advanced interpersonal, written, and verbal communication skills.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- Ability to plan, organise and co-ordinate projects and tasks.
- Excellent numeracy skills with the ability to understand and communicate financial information and monitor budgets.
- An understanding of and commitment to UNSW's aims, objectives, and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.