

Position Description



Position title:	Executive Assistant to the Pro Vice-Chancellor, Vocational Education Training and Chief Executive TAFE
School/Directorate/VCO:	Federation TAFE
Campus:	SMB Campus, Ballarat. Travel between campuses may be required.
Classification:	Within the HEW Level 5 range
Time fraction:	Full-time
Employment mode:	Continuing employment
Further information from:	Carly Shaw, Manager, Office of the Pro Vice-Chancellor, Federation TAFE Telephone: (03) 5327 8350 Email: cm.shaw@federation.edu.au
Recruitment number:	851744

Position summary

The Executive Assistant to the Pro Vice-Chancellor, Vocational Education and Training (PVC, VET) and Chief Executive, TAFE is responsible for providing comprehensive administrative support to the Pro Vice-Chancellor, VET and Chief Executive TAFE, along with the TAFE Executive team, to ensure the effective and efficient management of workloads and work in progress. They are also responsible for providing executive officer services to relevant committees, as appropriate.

The Executive Assistant is responsible for ensuring confidentiality is maintained when performing the key responsibilities and associated duties for this position.

Portfolio

Federation TAFE is home to vocational education and training delivered by Federation University Australia and offers a broad range of quality education and training programs, reflecting state and national priorities that address the training needs of individuals and industry.

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

INCLUSION, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

INNOVATION, we are agile and responsive to emerging opportunities.

EXCELLENCE, we act with integrity and take responsibility for achieving high standards.

EMPOWERMENT, we create a supportive environment to take informed risks in pursuit of success.

COLLABORATION, we establish genuine partnerships built on shared goals.

Key responsibilities

1. Provide executive support to the Pro Vice-Chancellor, VET and Chief Executive TAFE and TAFE Executive team by:
 - coordinating and maintaining diaries, including organising appointments, meetings, travel arrangements, attendance at conferences and seminars;
 - receiving, reviewing, prioritising and following up on inward and outward requests for information, reports and correspondence;
 - drafting and/or editing correspondence, reports and other documents;
 - identifying, anticipating and preparing information requirement for meetings, appointments and presentations etc.; and
 - initiating and maintaining electronic and paper-based systems for confidential record keeping.
2. Act as first point of contact to the Pro Vice-Chancellor, VET and Chief Executive TAFE by meeting and greeting visitors and liaising with internal and external clients to ensure the delivery of prompt services.
3. Provide administrative support for delegated committees and meetings to include agenda preparation and minute taking.
4. Provide administrative support to the Pro-Vice Chancellor, VET and Chief Executive TAFE to ensure that all relevant policies and procedures (specifically those pertaining to People and Culture and Finance) are adhered to and associated activities are completed.
5. Plan, coordinate and communicate events, including but not limited to meetings, workshops, seminars, and conferences.
6. Establish and maintain collaborative internal and external networks and contact to facilitate the effective and efficient delivery of administrative support and management of workloads and tasks for the Pro Vice-Chancellor, VET and Chief Executive TAFE, TAFE Executive, Board, and other committees as appropriate.
7. Provide administrative support to other areas from time to time as directed by their line manager.
8. Undertake office coordination for the Office of the Pro Vice-Chancellor and Executive team to ensure the smooth running of the team's operations.
9. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
10. Undertaking the responsibilities of the position adhering to:
 - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;

- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Executive Assistant reports to and receives general direction from the Manager, Office of the Pro Vice-Chancellor, VET. The position is responsible for providing comprehensive administrative support to the Pro Vice-Chancellor, VET and Chief Executive TAFE and the TAFE Executive team and is required to appropriately prioritise their workload in an environment with conflicting priorities and deadlines.

The Executive Assistant is required to work independently as well as within team situations. The position is also required to liaise with teaching and professional staff within Federation TAFE and across the University in performing their key responsibilities of the position.

The Executive Assistant is responsible for developing, implementing, and monitoring effective and efficient processes for managing the workloads and work in progress and ensuring adherence to relevant policies, procedures and timelines. The position requires independent problem-solving skills, including the capacity to determine the need for referring, delegating, or escalating complex issues, including determining the order of priority of problems to be solved. The position is required to apply judgement when making decision whilst recognising consequences. The position is also required to ensure confidentiality is maintained.

Position and Organisational relationships

The Executive Assistant reports to and receives general direction from the Manager, Office of the Pro Vice-Chancellor and is responsible for providing comprehensive administrative support.

The position is responsible for establishing and maintaining collaborative relationships with internal and external stakeholders to facilitate the delivery of effective and efficient support to the Pro Vice-Chancellor, VET and Chief Executive TAFE and TAFE Executive team.

The Executive Assistant is also part of the wider professional staff team at Federation TAFE and works closely with the TAFE Executive team, extended Leadership team.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

Training and qualifications

1. Completion of:
 - a degree without subsequent relevant work experience; or
 - an advanced diploma qualification and at least one years' subsequent relevant work experience; or
 - a diploma qualification and at least two years' subsequent relevant work experience; or
 - a Certificate IV and extensive relevant work experience; or an
 - equivalent combination of relevant experience and/or education/training.

Experience, knowledge and attributes

2. Demonstrated ability to plan, organise and prioritise own work and a senior manager in an environment with multiple and conflicting demands.
3. Demonstrated experience in servicing a range of committees, including the demonstrated ability to take minutes and prepare agendas and reports.
4. Demonstrated ability to draft complex written correspondence and documents.
5. Demonstrated interpersonal and communication skills, including the ability to liaise with a diverse range of people and to deliver excellent customer service.
6. Demonstrated ability to solve problems independently and display judgement and initiative.

7. Demonstrated commitment to and ability to maintain confidentiality and deal with sensitive matters diplomatically and discretely.
8. Demonstrated word processing and software package skills in particular MS office as well as the demonstrated ability to use a range of systems and new software packages.
9. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.