

# Position Description

<b>College/Division:</b>	Office of the Vice-Chancellor
<b>School/Centre:</b>	
<b>Department/Unit:</b>	Office of the Vice-Chancellor
<b>Position Title:</b>	Executive Assistant
<b>Classification:</b>	ANU Officer Grade 6/7 (Administration)
<b>Position No.:</b>	
<b>Responsible to:</b>	Executive Officer, Office of the Vice-Chancellor
<b>Number of positions that report to this role:</b>	N/A
<b>Delegation(s) assigned:</b>	Tbc

## PURPOSE STATEMENT

The ANU Executive team is led by the Vice-Chancellor, President and Chief Executive Officer of the Australian National University. The Vice-Chancellor and the Executive team develop and implement strategies, policies and procedures to support ANU to meet its strategic goals and operational needs. The staff in the Office of the Vice-Chancellor (OVC), under the leadership of the Director of the OVC, work to support the delivery of the objectives of the Vice-Chancellor, the Executive and the senior management of the University.

The OVC Executive Assistant provides high level administrative and executive support to the Vice-Chancellor to meet evolving priorities, ensuring the efficient management of the Vice-Chancellor's schedule and the effective delivery of administrative operations.

## KEY ACCOUNTABILITY AREAS

### Position Dimension & Relationships:

Reporting to the Executive Officer of the OVC, the OVC Executive Assistant is responsible for ensuring the successful operation of the Vice-Chancellor's diary and travel, providing high level executive support and coordinating office financial administration. The OVC Executive Assistant works closely with the OVC Office Administrator to support the day to day operations of the Office of the Vice Chancellor and will develop and maintain relationships across the University and with external stakeholders, exercising discretion, sound judgement and diplomacy in managing these relationships.

### Role Statement:

Under broad direction, the Executive Assistant will:

1. Provide high quality executive assistance to the Vice-Chancellor including, but not limited to:
  - Diary management, management of email, coordinating incoming and outgoing correspondence, managing meetings and appointments and proactively resolving conflicting demands and commitments.
  - Oversight of booking and coordination of travel arrangements.
  - 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.
  - Exercise discretion, sound judgment and diplomacy in managing stakeholder relationships.
2. 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.
  3. Coordinate record keeping and filing systems for business processes within the OVC and provision of high level advice on a range of policies and procedures, ensuring compliance with University policies and procedures for the matters processed through the office, investigating and resolving issues, when required.
  4. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.
  5. Act as alternate Chief Fire Warden and Building Custodian for the Chancelry Tower.
  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. 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 experience in providing executive client service support and proven high-level interpersonal skills with the ability to consult, liaise and negotiate effectively with senior stakeholders in a culturally diverse environment. This includes demonstrated experience in coordinating and resolving sensitive and confidential matters using discretion and adhering to strict confidentiality protocols within a complex environment.
3. Demonstrated high level communication skills with experience producing business correspondence, reports and briefing papers.
4. Proven organisational skills and ability to prioritise own workload, the flexibility to work independently and within a team environment, using sound judgement, responding to and resolving rapidly evolving priorities, managing competing demands and delivering high quality outcomes. Project management and/ or coordination experience is required.
5. Highly developed computer skills and proficiency using the MsOffice suite, with advanced skills in Excel and Word.
6. 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](#)