

Executive Assistant

College/Division	College of Health and Medicine
School/Section	School of Pharmacy and Pharmacology and School of Psychological Sciences
Location	Hobart, Sandy Bay Campus
Classification	HEO 5
Reporting line	Reports to Business Manager

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social, and cultural future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centered University that is values-based, relational, diverse, and development-focused.

The Executive Assistant is based in the [School of Pharmacy and Pharmacology](#) and [School of Psychological Sciences](#) within the [College of Health and Medicine](#). The College of Health and Medicine brings together the Schools of Health Sciences, Nursing, Medicine, Pharmacy and Pharmacology, Psychological Science, Paramedicine and the Menzies Institute for Medical Research and the Wicking Dementia Research and Education Centre. This structure enables the University of Tasmania to boost health and medical research performance, deliver evidence-based learning and practice, and transform health outcomes for the Tasmanian community.

The Executive Assistant, under the broad direction of the Business Manager, provides a range of administrative, procedural, human resource, financial and facilities support services to both Heads of School, executive leadership teams, academic staff and students. Responsibilities of the role include providing executive assistance to the Heads of School, diary management, intra-school communications, purchasing, record keeping and supporting governance, planning, human resources and external relations. The position requires close working relations with both academic and professional staff within the School, the College and must be able to relate effectively with all University staff and students, as well as members of the public and key health stakeholders.

The role requires an ability to effectively use University systems to implement and apply policies and procedures to meet school objectives. Discretion and confidentiality is essential.

We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining, and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age, and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.



What you will do

- Provide high level executive support and services to the Heads of School including preparing correspondence and reports, organising meetings, managing diary commitments and making travel arrangements.
- Using project management principles, develop, implement, and maintain procedures and documentation surrounding key strategic and business-as-usual projects and tasks
- Act as liaison point for industry partners and stakeholders when interacting with the School. Ensure enquiries are responded to and appropriately managed within the Schools and College.
- Develop, implement and maintain procedures and documentation surrounding academic staff performance management, academic probationary requirements and adjunct appointments and maintain accurate information relating to these as per University policy.
- Effectively use the Microsoft Office suite, internet browsers and University-wide systems to prepare correspondence, reports and communications to ensure administrative procedures and services are effective and efficient and support the School's strategy and objectives.
- Assist with the development, implementation and maintenance of the Schools' policies and procedures, delegations register, people plan, risk management register, personnel records, business continuity plan and Schools and College reporting requirements.
- Liaise in an efficient and effective manner with staff and students of the Schools and College where required, including contributing to the effective professional support of the Schools and the staff that support these services across all campuses.
- Other duties as required under the direction of the Heads of School or Business Manager.

What we are looking for (success criteria)

- Completion of Diploma level qualification in a relevant area or an equivalent combination of relevant experience and/or education/training.
- Extensive experience providing executive administrative support. Strong organisational skills with the ability to plan and organise self and others to ensure timely completion of all tasks, manage competing deadlines, exercise sound judgement, and maintain confidentiality in a complex work environment.
- Demonstrated high level communication skills (written, oral and interpersonal) and demonstrated ability to interact and communicate effectively and professionally with colleagues, students, members of the public, professional bodies, and stakeholders, across a range of positions.
- Proficiency and demonstrated capacity to work in Microsoft Word, Outlook, PowerPoint, Excel, Teams/and or Zoom with a high level of accuracy and attention to detail. Experience using organisation-wide systems including procurement, student records, human resources, and service administration.
- Demonstrated experience and effectiveness in implementing policies and procedures and identifying and implementing process improvements.
- Capacity and willingness to have a flexible approach to work and tasks and ability work independently, with initiative and work effectively as part of a team.

Other position requirements

- Familiarity with University policies, procedures, and organisational structures is advantageous.



University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social, and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students, and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

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