

Position Description

Chief of Staff



Faculty/Portfolio	Office of the Vice-Chancellor
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waterfront Campus
Classification	HEW 10 4
Reporting Line	Vice-Chancellor

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for student satisfaction and consistently delivers excellent employment outcomes for its students. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Chief of Staff is to provide high-level advice and executive support to the Vice-Chancellor and be a confidante and adviser to the Vice-Chancellor and members of the Executive. The Chief of Staff is the Secretary to the University's Executive Committee and leads and manages the staff of the Office of the Vice-Chancellor and the Media and Internal Communications Unit.

Key Relationships:

Internal	<ul style="list-style-type: none">• <i>Chancellor and members of Council</i>• <i>Vice-Chancellor and members of the Executive</i>• <i>Staff at all levels of the University</i>• <i>Students (from time to time)</i>
	<ul style="list-style-type: none">• <i>Universities Australia</i>

PRIMARY RESPONSIBILITIES

- Research and develop position papers, submissions, plans, policy documents, guidelines, advice and recommendations on matters as requested by the Vice-Chancellor.
- Contribute to and monitor initiatives established by the Vice-Chancellor to ensure timely and successful completion of all projects, including special projects assigned by the Vice-Chancellor.
- Participate in internal meetings on behalf of the Vice-Chancellor, ensuring appropriate and responsive follow-up and accountability of outcomes.
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.
- Co-ordinate the running of the VC executive, including planning agendas and minuting meetings

TYPICAL DUTIES

- Work discreetly to solve problems, mediate disputes and deal with issues before they are brought to the Vice Chancellor.
- Act as a sounding board for ideas from the Vice Chancellor and Executive.
- Provide leadership and management to the Media and Internal Communications Unit staff and staff of the Office of the Vice-Chancellor, assuring the seamless functioning of all activities and tasks. Conceptualize the content of Council and Executive Conferences and ensure they are planned and implemented in accordance with the requirements of the Chancellor and Vice-Chancellor.
- Co-ordinate the strategic plan development and other high level reports including preparing reports to Council on the performance of the University.
- Investigate and provide high level, confidential advice on matters referred by the Vice-Chancellor.
- Any other duties as directed by the Vice-Chancellor and commensurate with the position.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- A Postgraduate qualification and / or relevant experience.
- Extensive experience in drafting policy, position papers, reports, briefings and other documents.
- Demonstrated experience in handling matters appropriately to maintain and enhance the professionalism of CEO/Vice-Chancellor office.
- Demonstrated experience in leading and motivating staff.

Capabilities and Personal Attributes:

- Demonstrated ability to achieve objectives, assigned tasks and projects within agreed timelines.
- Exceptional written and oral communication skills including attention to detail, and the ability to carry out a representational role on behalf of a CEO or Vice-Chancellor.
- Demonstrated high level analytical, problem-solving and research skills and the ability to conceptualise, develop, propose, review and report on documents and policies of a complex nature.
- Demonstrated ability to organise, plan and meet rigid and conflicting demands and be responsive and flexible to changing priorities.
- A proven capacity to work exceptionally well in a highly pressured environment.
- Demonstrated ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.
- Familiarity with high level planning and continuous quality improvement processes.
- The ability to negotiate and work through influence to help the VC achieve complex outcomes.
- Ability to adapt to the culture of a large complex University environment.

SPECIAL REQUIREMENTS

- Regular work outside business hours is required
- Victorian Driver Licence
- National Police Record Check

DISCLAIMER

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.