

## Position Description

### Senior Executive Support and Project Officer

<b>Position No:</b>	NEW
<b>Business Unit:</b>	Office of the Deputy Vice-Chancellor, Future Growth
<b>Division:</b>	Future Growth Portfolio
<b>Department:</b>	Future Growth Portfolio
<b>Classification Level:</b>	HEO6
<b>Employment Type:</b>	Full-Time/Continuing
<b>Campus Location:</b>	Bundoora Campus
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context**

The Deputy Vice-Chancellor Future Growth (DVC FG) leads the University's commitments to its markets and its communities and carries oversight of the University's strategic intent to connect both globally and locally to attract students and partners from across the world, and closer to home.

This position plays an important role in providing executive support to the DVC FG and contributes to the delivery of a range of projects in line with objectives of the portfolio.

Reporting to the Senior Advisor, this role requires a candidate with excellent organisational skills, attention to detail, communication and writing skills and the ability to seamlessly switch between administrative tasks and project-related responsibilities.

The incumbent will work as part of a team, contribute significantly to the efficient functioning of the Office, playing a pivotal role in the successful implementation of strategic initiatives as requested by the DVC FG or Senior Advisor and following University policies and procedures and observing a high standard of confidentiality.

### **Duties at this level will include:**

- Ability to investigate, interpret or evaluate information where considerable interpretation of existing regulations, policies or procedures is required.
- Applies theoretical (or policy) and technical knowledge to design, review, develop or test complex equipment, systems or procedures.
- Performs tasks/assignments which require proficiency in the work area's existing rules, regulations, processes and techniques and how they interact with other related functions, and adapt those procedures and techniques as required to achieve objectives without impacting on other areas.
- Applies appropriate expertise and uses judgement to make decisions where solutions are not obvious, to deliver professional services to meet customer requirements.
- Generates original ideas and innovative solutions through the provision of specialist know how and advice as appropriate.
- Ensures professional and quality service standards are maintained and applied within own area of activity.
- Sets priorities and monitors workflows and systems within an area of responsibility.

### **Specific duties for this position**

- Ensure professional and high-quality service standards are maintained and applied when providing a range of high-level executive support to the DVC FG and Senior Advisor which may include, but not limited to:
  - Diary, organisation and booking of travel (both domestic and international) and enquiry management.
  - Preparation of reports, briefings, presentations, correspondence, and materials on behalf of the DVC FG and executive.
  - Preparation and distribution of agenda's, minutes, reports, correspondence and materials for Committees and Working Groups, including taking minutes, follow up of action items and maintaining effective liaison with all parties.
  - Administration support of print and digital communications.
  - Finance administration for the Office of the DVC FG.
  - Support Future Growth Executive to be prepared for meetings and visits with both internal and external stakeholders by sourcing additional information when appropriate and preparing and arranging appropriate briefings.

- Ensure professional and high-quality administration support for project activities, as assigned, to support the DVC FG and the executive.
  - Preparation of documentation
  - Undertake desktop research to inform project(s)
  - Assist in the dissemination of project information
- Monitor workflow and processes within the office to ensure optimal organisation of DVC FG and the office to ensure, meeting of deadlines, and effective management of enquiries
- Actively participate in the creation of an environment of continuous improvement through the coordination of innovative solutions to maximise service quality, efficiency and continuity;
- Maintain strong and effective communication processes to build positive, functional working relationships with key internal and external stakeholders to ensure project deliverable are met
- Implement specific project activities including developing documentation, briefing papers etc. and the facilitation/administration of any working groups formed and monitor and prioritise project tasks that support the timely achievement of program/project milestones and tasks for projects within the Future Growth Portfolio.
- Maintain close working relationships with all Portfolio colleagues to maintain operational excellence across our campuses and international offices, providing support as required particularly to other administrative support positions
- Undertake other duties as required by the Senior Advisor and DVC FG relevant to needs of the Portfolio.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Excellent administrative, technical and organisational skills and the ability to work quickly and effectively under pressure to deadlines.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- High-level attention to detail and time management skills to set priorities, meet deadlines AND manage concurrent projects at a time
- Excellent written and oral communication skills to enable effective communication with a wide range and level of colleagues and stakeholders
- High-level proof reading, editing and grammatical skills to support communications on behalf of DVC FG office
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows on behalf of DVC FG and within own area of responsibility.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Proven analytical and problem-solving capability.
- Demonstrated ability to deal with tact, discretion, empathy and the strictest confidence when dealing with various matters and queries

### **Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.

- Ability to think creatively, explore new ideas and respectfully challenge existing practices to improve current ways of working.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- hold a current Victoria Driver's License
- be willing to travel to other La Trobe university campuses as required ; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- *Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.*
- *Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics*
- *Help transform the lives of students, partners and communities now and in the future*

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

## La Trobe's Cultural Qualities:

### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:

Date: