

EXECUTIVE ASSISTANT

DEPARTMENT/UNIT	Department of Fine Art
FACULTY/DIVISION	Faculty of Art Design and Architecture
CLASSIFICATION	HEW Level 5
DESIGNATED CAMPUS OR LOCATION	Caulfield campus

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#ChangeIt](#) with us.

Monash Art Design & Architecture is a creative community of artists, designers, architects and critical thinkers who integrate diverse knowledge on social, economic and human issues to create a world we want to live in. Our strategic goals are to:

- Undertake internationally connected creative research that addresses the challenges of future urban environments
- Provide life-changing creative education that prepares graduates to become global leaders and reshape the world

We want to do this through:

- Project-led and research-focused engagement with government and enterprise to develop solutions that transform the way we live and work
- Truly interdisciplinary pedagogy based upon a strong foundation in a core discipline

Only Indigenous Australians are eligible to apply as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)

POSITION PURPOSE

The Executive Assistant provides a range of effective secretarial, administrative and office management services to support the operations of Wominjeka Djeembana Research Lab, other senior managers and colleagues. These include the Director and Deputy Director of Wominjeka Djeembana and the Professor Art, Design and Architecture located in Wominjeka Djeembana Research Lab.

The Executive Assistant undertakes key support functions to ensure the smooth and professional operation of the Lab including: drafting correspondence, facilitating communication, scheduling meetings, providing secretarial support for committees and working groups, managing and screening telephone calls, diary management and liaising with university staff and external bodies.

The Executive Assistant also provides general administrative support for projects and events and has a focus on excellence in process and judgement to provide sound and timely advice and executive support.

Reporting Line: The position reports to the Director of Wominjeka Djeembana Research Lab

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of confidential administration services to support the leadership team of Wominjeka Djeembana Research Lab including: effective office operations, screening telephone calls and emails, responding to and referring on queries, calendar management, booking travel and accommodation, overseeing communication and work flow, drafting and preparing documents and arranging events such as workshops, functions and conferences
2. Provide executive support to committees and working groups including organising venues, events and conferences/symposia, preparing and distributing agendas and meeting documents, taking and preparing minutes and ensuring follow-up items are executed
3. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication
4. Integrate information from various sources to prepare, compose, draft and letters, memos, administrative reports, presentations, minutes and other documents
5. Contribute to and implement continuous improvement activities to streamline processes and facilitate administrative efficiency
6. Maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow

7. Maintain effective working relationships with clients, colleagues, and other stakeholders to support and facilitate consistent and streamlined services
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A tertiary qualification in a relevant field; or
 - substantial relevant skills and work experience; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Experience providing professional administrative and executive support services in a busy and complex environment
3. Demonstrated time management and organisational skills, including the ability to set priorities, manage calendars, meetings and bookings and plan work to meet deadlines
4. Ability to draft a range of correspondence, presentations and reports, with excellent attention to detail and accuracy
5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative
6. Demonstrated analytical and problem-solving skills
7. Well-developed written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
8. Highly developed computer literacy, including experience using business software such as Microsoft Office
9. Experience in working with Aboriginal and Torres Strait Islander peoples and communities.

OTHER JOB RELATED INFORMATION

- Only Indigenous Australians are eligible to apply as this position is exempt under the Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic)
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working With Children Check is required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.