

Position Description

Position Title:	Executive Assistant
Position Classification:	Level 6
Position Number:	316384
School/Division:	Finance
Centre/Section:	
Supervisor Title:	Chief Financial Officer
Supervisor Position Number:	315159

Your work area

The University of Western Australia (UWA) is a member of Australia's prestigious Group of Eight and ranked among the top 100 universities (top 1% in the world).

The Office of the Chief Financial Officer is responsible for leading the University's financial strategy and management across the University.

Reporting structure

Reports to: Chief Financial Officer

Your role

As the appointee you will, under minimal direction, provide executive and administrative support to the Chief Financial Officer and take a lead role in the coordination and maintenance of the administrative functions, office systems and procedures to ensure efficient operations for Finance.

Your key responsibilities

Provide high level executive and administrative support to the Chief Financial Officer, including complex calendar management, office administration and correspondence management

Liaise with internal and external stakeholders, obtaining additional information to assist in matters relating to the Chief Financial Officer

Establish and maintain effective records management, utilising innovative solutions to technology, online systems and document control processes for efficient operation and coordination of workflow for the Chief Financial Officer

Coordinate agendas and meeting papers on behalf of the Chief Financial Officer including internal communication and follow up on actions arising

Plan, implement and coordinate office administrative functions that may include personnel and financial activities

Maintain an in-depth awareness of the issues and projects lead by the Chief Financial Officer to prioritise and organise meetings

Review and edit correspondence, reports and presentations

Respond to various complex and diverse enquiries

Liaise with internal and external organisations on confidential, sensitive matters

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant Executive Assistant/Administrative experience supporting Executive or equivalent senior personnel

Strong digital skills including Microsoft Suite and skilled use of technology to increase efficiency and productivity

Excellent written and verbal communication skills

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Highly developed ability to carry out research and write reports and presentations

Ability to maintain strict confidentiality and discretion

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.