

## Position Description



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| Position title:           | Executive Coordinator  |
| School/Directorate/VCO:   | Office of the Vice-Chancellor  |
| Campus:                   | Mt Helen Campus. Travel between campuses may be required.  |
| Classification:           | Within the HEW Level 7 range   |
| Time fraction:            | Full-time  |
| Employment mode:          | Continuing employment  |
| Probationary period:      | This appointment is offered subject to the successful completion of a probationary period.                             |
| Further information from: | Gemma Dalton, Senior Manager, Planning and Reporting<br>Telephone: (03) 5327 9800<br>Email: g.dalton@federation.edu.au |
| Recruitment number:       | 851941   |

### Position summary

The Executive Coordinator is responsible for ensuring the efficient and effective running and operations of the Vice-Chancellor's Office (VCO). The position leads and coordinates the administrative support team and services that underpin the VCO and provides executive support to the Vice-Chancellor and Director, Strategy and Office of the Vice-Chancellor.

This multi-faceted and challenging role involves diverse duties and will require a high level of independent judgement in planning the operations of the VCO and negotiating and prioritising conflicting commitments in an unpredictable environment. The role will be required to interact with a variety of stakeholders and requires high level management, interpersonal, communication and organisational skills.

The incumbent will use their comprehensive organisational skills and initiative to organise and coordinate the activities of the Vice-Chancellor, determining and anticipating the Vice-Chancellor's requirements and priorities. This includes initiating, coordinating and reviewing information to ensure the Vice-Chancellor is prepared and briefed for all internal and external engagements.

The Executive Coordinator will manage and develop the VCO Support Team to ensure the needs of the Vice-Chancellor and Senior Team are met. Responsibilities include the recruitment, training and induction of new staff, development and training and the undertaking of team members' annual performance review and development processes. The VCO Support Team operates under a shared services model, sharing leave coverage and allocation of project work.

The nature, diversity and scope of responsibility requires a high level of confidentiality and the frequent use of discretion and decision-making with minimal direction.

### Portfolio

The Vice-Chancellor Office (VCO) provides support to the Vice-Chancellor and other senior staff in their key leadership roles in the University. The VCO is responsible to the University Council for the academic and administrative affairs of the University and for maintaining, reviewing and promoting the effectiveness, efficiency and good order of the University.

### Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

### Key responsibilities

1. Coordinate the VCO Support Team in a shared services model by organising duties and resources to ensure effective and efficient support is provided to all members of the Vice-Chancellor's Senior Team. Provide direction on key priorities and initiatives and advice on best practice in process and approach.
2. Supervise the efficient and effective running of the VCO, including responding to a range of complex issues and managing all incoming correspondence. Demonstrate an understanding of the needs of key internal and external stakeholders and work across the University to provide a timely and professional response to all correspondence.
3. Proactively plan the Vice-Chancellor's engagements for the year ahead, both internal and external, maintaining a clear understanding of the priorities of the University and Vice-Chancellor in order to determine and anticipate the Vice-Chancellor's requirements and the prioritisation of activities.
4. Provide a confidential and high-level executive support service to the Vice-Chancellor and Director, Strategy and Office of the Vice-Chancellor and act as the initial point of contact for the VCO. This includes initiating and coordinating regular briefings, bookings, travel, secretarial support for meetings and other administrative duties, delegating tasks across the VCO Support Team as required.
5. Contribute to the development of the VCO's annual budget in support of the Director, Strategy and Office of the Vice-Chancellor and manage the reconciliation of the Vice-Chancellor's University Purchase Card account.
6. Frequently review the operation of existing processes and work with the Director, Strategy and Office of the Vice-Chancellor to implement and review the effectiveness and efficiency of approved initiatives and strategies.
7. Manage, develop and support the VCO Support Team to achieve their workplace objectives. This includes development through Performance Review and Development Program (PRDP) and other performance enhancement initiatives.

8. Support engagement activities and events for the VCO, both internal and external. Establish and maintain relationships and foster positive collaboration with internal and external stakeholders to contribute to the University's reputation.
9. In conjunction with the Property and Infrastructure and ITS teams, coordinate the physical space and ITS requirements and related services for staff within the VCO and Senior Team, ensuring their needs are met.
10. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position.
11. Support and contribute to strategic projects being developed and driven by the VCO and represent the VCO by attending meetings and participating in working groups as required.
12. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
13. Undertaking the responsibilities of the position adhering to:
  - the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

### **Level of supervision and responsibility**

The Executive Coordinator reports to and works under the broad direction of the Director, Strategy and Office of the Vice-Chancellor. The role is expected to exercise independence and judgement in managing the VCO. The position is required to solve complex problems within a dynamic environment and advise the Vice-Chancellor and Director, Strategy and Office of the Vice-Chancellor of issues and proposed solutions.

The position is responsible for managing the VCO Support Team to ensure efficient and effective service is provided in a shared services model, leading a culture of continuous improvement and responsive customer service, both internal and external.

### **Position and Organisational relationships**

The Executive Coordinator reports directly to the Director, Strategy and Office of the Vice-Chancellor. The position supervises and coordinates the VCO Support team in a shared services model and will provide direction on key priorities and initiatives.

### **Key selection criteria**

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### **Training and qualifications**

1. Completion of:
  - a degree with at least four years subsequent relevant experience; or
  - extensive experience and management expertise in administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

#### **Experience, knowledge and attributes**

2. Demonstrated management experience and organisational ability in an environment committed to providing a high level of customer service.
3. Demonstrated highly developed planning and organisational skills, with experience managing concurrent complex tasks, establishing priorities, allocating resources and meeting deadlines.
4. Demonstrated experience and expertise in the provision of high-level executive support in a fast-paced and unpredictable environment, using independent judgement and problem-solving skills.

5. Demonstrated skills in Microsoft Office including Outlook, Word, Teams and Excel.
6. Demonstrated ability to manage and support staff in achieving quality and timely outcomes as well as the ability to work cooperatively as a member of a team.
7. Demonstrated interpersonal and communication skills with the proven ability to communicate clearly, effectively and professionally with a diverse range of internal and external stakeholders.
8. Demonstrated commitment to continuous improvement and innovation, including the capacity to introduce digital solutions to improve work practices.
9. Demonstrated understanding of working in a complex organisational structure with a shared service model.
10. Demonstrated alignment with the university's commitment to child safety.

***The University reserves the right to invite applications and to make no appointment.***

*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.*