



# EXECUTIVE ASSISTANT

DEPARTMENT/UNIT	Medicine Nursing and Health Sciences Faculty Office
FACULTY/DIVISION	Faculty of Medicine, Nursing & Health Sciences
CLASSIFICATION	HEW Level 6
WORK LOCATION	Clayton campus

## ORGANISATIONAL CONTEXT

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There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. And that's because you're not just starting your career, or taking on a bigger challenge. You're making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you'll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit [monash.edu/medicine](http://monash.edu/medicine).

## POSITION PURPOSE

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The Executive Assistant provides a range of high-level secretarial, administrative and office management services support the operations of the office of the Deputy Dean (External Relations), other senior managers and colleagues.

The Executive Assistant undertakes key support functions to ensure the smooth and professional operation of the office including: drafting and editing correspondence, papers and reports, facilitating communication and workflow, scheduling meetings, event coordination, 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 operates with excellence in process and judgement to provide sound and timely advice and executive support to clients, staff and other stakeholders.

**Reporting Line:** The position reports to the Deputy Dean (External Relations) under general direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budget Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

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1. Provide a range of executive support and office administration services including: facilitating communication and work flow, producing and editing papers, briefings, presentations and other written advice, calendar and travel management, meeting coordination, applying and advising on policy and coordinating events such as workshops, functions and conferences
2. Provide executive support services to committees, working groups and projects, including organising venues, preparing agendas and meeting documents, taking and preparing minutes and implementing and following-up action items
3. Liaise with and act as conduit between the Deputy Dean (external relations), senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication
4. Provide additional interim support to other administrative staff where necessary, whilst supporting multiple stakeholder needs
5. Undertake research, investigate options and provide recommendations and advice on a range of administrative issues
6. Actively participate in continuous improvement activities to streamline processes and facilitate administrative efficiency
7. Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
8. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication, understand business needs and deliver effective, consistent services

## KEY SELECTION CRITERIA

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### Education/Qualifications

1. The appointee will have:
  - A degree in a relevant field with subsequent relevant experience; or
  - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training

### Knowledge and Skills

2. Experience providing excellent and professional administrative and executive support services in a busy and complex environment
3. Strong administrative skills, including demonstrated accuracy and attention to detail, ability to draft and preparing a range of documentation and appropriately handle confidential and sensitive information
4. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
5. Demonstrated ability to work as an effective member of a team (demonstrating flexibility and collaboration) and ability to exercise independence, judgement and initiative
6. Excellent analytical and problem solving skills
7. Excellent 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

## OTHER JOB RELATED INFORMATION

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- 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

## LEGAL COMPLIANCE

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Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.