

Executive Officer

Office of the Deputy Vice-Chancellor
(Research and Engagement)

Classification	Level 9
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Special Conditions	Frequent travel and irregular hours may be required.
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	November 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

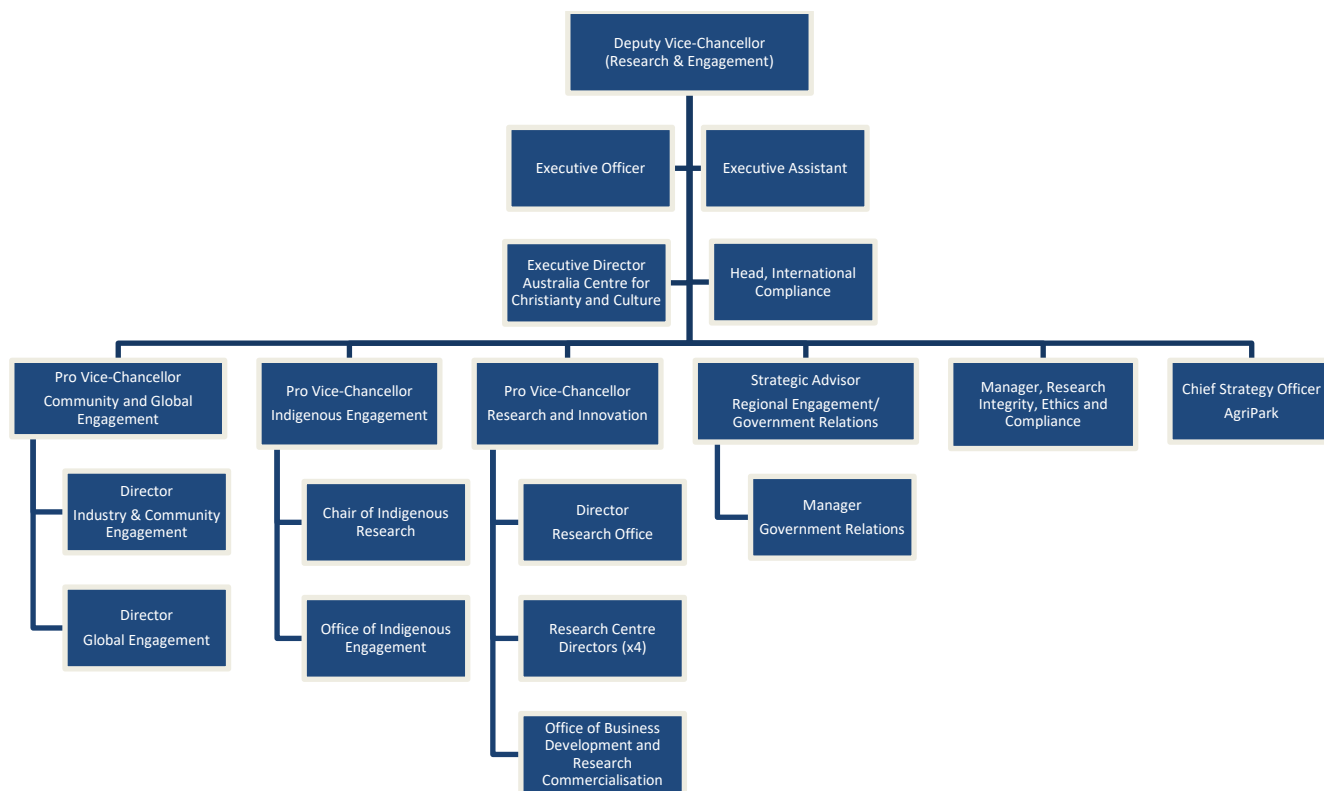
Lead Self and Others

- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Office of the Deputy Vice-Chancellor (Research & Engagement)

The Office of the Deputy Vice-Chancellor (Research and Engagement) (DVC RE) supports the achievement of the University's mission. The Office supports the DVC RE by managing the flow of business through the Office of the DVC RE and portfolio Senior Executive; undertaking high level research and policy writing; managing corporate, external and internal communication from the DVC RE and undertaking office administration and secretarial support.

Organisational Chart



Reporting Relationships

This position reports to: Deputy Vice-Chancellor (Research and Engagement)

This position supervises: Nil

Key Working Relationships

- Portfolio Senior Leadership Team
- Pro-Vice-Chancellors and Directors in the Office of the Vice-Chancellor
- Executive Deans and Executive Directors
- Executive Officers to the Vice-Chancellor and Deputy Vice-Chancellors

Position Overview

The Executive Officer will provide high level assistance to the DVC RE, including the managing and prioritising of tasks, provision of strategic and policy advice, undertaking research, writing reports, developing policy and representing the Deputy Vice-Chancellor at meetings where appropriate. Facilitating internal and external communication and monitoring projects/activities initiated by the DVC RE will also be required.

Principal Responsibilities

The Executive Officer will:

1. Provide strategic and policy advice to the DVC RE and members of the portfolio Senior Leadership Team. This involves staying informed across a range of issues both internal and external to the University, recognising their relative importance and using judgement to keep the DVC RE informed of developments.
2. Take responsibility for the day-to-day effective and efficient running of the Deputy Vice-Chancellor's Office, including managing the provision of secretarial support to the Deputy Vice-Chancellor.
3. Work with others (such as the Senior Leadership Team, External Relations and the Division of Marketing and Communication, Division of Finance etc) to manage internal and external communications on behalf of the Office of the Deputy Vice-Chancellor.
4. Collaborate with the offices of Senior Executive members to manage the action sheets of the senior committees of the Deputy Vice-Chancellor (such as the portfolio Senior Leadership Team) and ensure that assigned work is completed within agreed timelines.
5. Liaise with senior executives, ministerial offices, businesses and other parties on behalf of the Deputy Vice-Chancellor.
6. Undertake research, analysis, project management and policy-development activities as assigned by the Deputy Vice-Chancellor.
7. Write reports for the Deputy Vice-Chancellor as required.
8. Manage the Deputy Vice-Chancellor's budget.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kgs.
- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Extensive management expertise and supporting experience; or postgraduate qualifications and extensive relevant experience; or an equivalent level of knowledge gained through any other combination of relevant education, training and/or experience.
- B. Demonstrated strategic leadership and analysis capabilities evident through the formulation of strategic directions, preparation of strategy documents and the provision of strategic and policy advice.
- C. Demonstrated experience in the provision of effective executive support at the senior management level, managing all matters with confidentiality, sensitivity and discretion.
- D. Proven high level conceptual, analytical and numerical skills to resolve complex issues and interpret policies and trends.
- E. Demonstrated effective interpersonal and communications skills including the ability to write clearly and persuasively and high-level IT skills.
- F. Proven ability to work autonomously, manage tasks effectively, meet multiple deadlines and balance competing demands.
- G. Demonstrated ability to lead, develop and motivate staff to optimise performance.

Desirable

- H. Experience in higher education and awareness of current and emerging issue in the sector.
- I. Unrestricted motor vehicle drivers licence class C.

Attachment (i)

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)