

EXECUTIVE ASSISTANT

DEPARTMENT/UNIT	Cranlana Centre for Ethical Leadership
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Education) and Senior Vice-President
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Melbourne CBD

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 – [#Changelt](#) with us.

The **Deputy Vice-Chancellor (Education) and Senior Vice-President** leads Monash University's integrated approach to education, framed by the Monash Impact 2030 Strategic Plan, www.monash.edu/about/strategic-direction/strategic-plan and partners with Faculties and divisions to shape and deliver the University's education agenda. The portfolio is responsible for: Indigenous education and strategy, learning and teaching, social inclusion, strategic course development, student academic experience, academic course governance, education policy and quality.

The **Cranlana Centre for Ethical Leadership (CCEL)** is a not for profit organisation dedicated to developing the leadership capabilities of Australia's private, public and community sector executives. The programs are designed to challenge, inspire and foster critical thinking required to lead in today's uncertain times. CCEL promotes the development of ethical leadership through a distinct method of shared enquiry in small groups, led by expert moderators. The Cranlana Centre for Ethical Leadership is Monash University, The Myer Foundation and Vincent Fairfax Ethics in Leadership Foundation working in partnership

POSITION PURPOSE

The Executive Officer provides a range of executive secretarial, administrative and office management services to support the operations of the office of CCEL, the CEO, other senior managers and colleagues. The position undertakes key support functions to ensure the smooth and professional operation of the office including: drafting correspondence, facilitating communication, scheduling meetings, event management and coordination, providing secretarial support for management, board and committees, managing and screening telephone calls, diary management and liaising with university staff and external bodies.

The Executive Assistant also provides support to projects, policy interpretation and advice and undertakes a variety of general administrative duties to meet the operational demands of the office. The Executive Assistant operates with excellence and expertise in process and judgement to provide sound and timely advice and support to staff and other stakeholders.

Reporting Line: The position reports to the Business Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

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. Keep precise records of incoming and outgoing payments of CCEL. This includes arranging payment requests, making payments for services, verifying accounts payable and receivable, among other duties
3. 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
4. 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
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
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

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 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

- 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
- This position will require a successful National Police Record check

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.