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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **Position Title:**  | Executive Assistant  |
| **Classification:** | ANU Officer Grade 5 (Administration) |

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| **PURPOSE STATEMENT**The Executive Assistant provides administrative and executive support, working closely with the administrative team to ensure the effective and efficient delivery of administrative operations. **KEY ACCOUNTABILITY AREAS****Position Dimension & Relationships:** The Executive Assistant provides administrative and executive support, ensuring efficient day-to-day operations and liaising with staff, students and visitors. The Executive Assistant is also responsible for providing high-quality committee support to various functional and cross-functional committees. **Role Statement:**Under general direction, the Executive Assistant will:1. Act as the first point of contact for enquiries, managing the flow of incoming and outgoing written correspondence and phone calls, providing advice on a range of policies and procedures, escalating enquiries when needed and ensuring compliance with University policies and procedures for the matters processed through the office.
2. Provide quality executive assistance including, but not limited to:
* Diary management, coordinating appointments and proactively resolving conflicting demands and commitments
* International and domestic travel coordination, providing assistance on the online Travel Approval process and ensuring flight and accommodation booking in accordance with University policies and local area protocols.
* Processing and/or coordinating purchase card reconciliations, reimbursements of expenses and other financial processes as required, including monitoring the Office budget.
* Project support including undertaking background research, collating and analysing data to inform executive briefs and discussion papers on key issues.
1. Provide secretarial support to senior members of staff, including producing agendas, collating and circulating relevant documents, minute-taking and the distribution of minutes and follow-up on action items to ensure resolution within the agreed timeframes.
2. Coordinate events by booking venues and equipment, arranging catering, liaising with participants and coordinating travel, accommodation and immigration aspects, as required.
3. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.
4. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
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| **SELECTION CRITERIA**1. Demonstrated experience in an executive support or administrative role or an equivalent combination of relevant experience and education/ training.
2. Demonstrated high level customer service and communication skills with experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.
3. Proven organisational skills and ability to prioritise own workload and to use sound judgement, managing competing demands and deadlines and delivering high quality outcomes.
4. Proficiency using the MsOffice suite, especially Outlook and Word. Experience with online data management platforms will be highly regarded.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.
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| **References:** [Professional Staff Classification Descriptors](http://hr.anu.edu.au/employment-at-anu/enterprise-agreement/2013-2016/schedule-5-professional-staff-classification-descriptiors) |