

EXECUTIVE OFFICER (SPECIAL PROJECTS)

DEPARTMENT/UNIT	School of Psychological Sciences
FACULTY/DIVISION	Faculty of Medicine, Nursing and Health Sciences
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of **Medicine, Nursing and Health Sciences** is the largest faculty at Monash University, a global university with campuses across Victoria and international locations in Indonesia, Malaysia, China, India and Italy. Our Faculty 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. In 2022, our Nursing and Midwifery climbed to the rank of 14th in the world and 1st in Victoria in the QS World University Rankings.

We want to improve the human condition. That is our vision - it has no expiration date. By educating the current and future healthcare workforce, and undertaking medical research, both discovery and clinical, our students, staff and alumni all work to directly improve people's quality of life.

Contributing to the global health care agenda, the Faculty aspires to lead in all areas of its research and education activity, collaborating to influence local, national and international policy to improve health and social outcomes, and reduce health inequity.

We've made a major impact in the world of medical research and are globally recognised for our quality education of over 63,000 doctors, nurses, and allied health professionals and health

researchers. The future health of our communities is underpinned by the sustained excellence of our education and research capabilities.

We are ambitious and committed to maintaining our position as a leading international medical research and teaching university. We're recognised for the quality of our graduates, the scale and depth of our research, our commitment to translational research, and as a thriving biotechnology hub.

To learn more about the Faculty, please visit www.monash.edu/medicine.

The **Monash School of Psychological Sciences** is ranked among the best in the world. Its mission is to develop students and research outcomes that will make significant contributions to improving the lives of others both locally and globally. The School will make significant and long-lasting impacts that change the world around us, beginning in infancy and across the lifespan. Drawing on the expertise of our staff and the University's unique research platforms and technology, we will sustain and build on Monash's position with world-class research and training in Psychology.

For more information about us and the work we do, please visit www.monash.edu/medicine/psych.

The **Turner Institute for Brain and Mental Health** is making a difference to the lives of vulnerable populations across Australia and beyond. Housed within the School of Psychological Sciences, the Turner is responding to the grand challenge of mental health by creating a world of mentally healthy communities. We take an inclusive, lifespan and community-based approach to empower all members of society to live well and productively, for longer.

We are the home to world-leading researchers and clinicians who have exceptional capabilities in both discovery science and translation. Our Turner Clinics represent our translational arm and provide psychological services to over 2000 clients across Victoria with a focus on trauma, sleep health, concussion, lifestyle interventions, neurorehabilitation and neurodevelopment. Over the next five years we aim to be the nation's top Institute for preventative mental and brain health.

To learn more, please visit www.monash.edu/turner-institute/research.

POSITION PURPOSE

The Executive Officer provides a range of high-level executive support including administrative and office management services support the operations of the office of the Academic Head, Psychological Sciences, and planning and administrative support for special projects with external partners, initiated by the Turner Institute for Brain and Mental Health.

The Executive Officer undertakes key support functions to ensure the smooth and professional operation of the portfolio including: scheduling meetings, event coordination with external partners, facilitating communication and workflow, providing executive support for committees and working groups, managing and screening new partnership opportunities, diary management and liaising with university staff and external bodies, and drafting and editing correspondence, papers and reports.

The Executive Officer 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 Academic Head

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Provide a range of executive support 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. Supporting the Academic Head in engagement of new partnerships for the Turner Institute, including screening new opportunities and providing timely advice on key priorities and workflow management
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. Experience in supporting stakeholder engagement and management, both internal and external
4. 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
5. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
6. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative

7. Excellent analytical and problem solving skills
8. Excellent written and verbal communication skills, including the ability to interact with a diverse range of clients and respond positively when resolving issues
9. 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

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.