



## POSITION DESCRIPTION

Policy & Projects  
Chancellery

### Executive Assistant - Vice-Principal Policy and Projects

POSITION NO	0038123
CLASSIFICATION	PSC 6
SALARY	\$79,910- \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
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For information about working for the University of Melbourne, visit our website:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Executive Assistant will provide outstanding, intuitive and efficient administrative, secretarial support services to the Vice-Principal, Policy and Projects. Working under the direction of the Portfolio Director, this position (along with the Portfolio Director and the Project Officer) is responsible for the smooth and effective running of the office of the Vice-Principal Policy & Projects. The incumbent is required to display a high level of professionalism, resilience, maturity, discretion and independent judgement. The role requires regular interactions with internal and external stakeholders on highly confidential matters.

The Executive Assistant is expected to undertake a number of concurrent tasks demonstrating excellent organisational, prioritisation and time management skills, which are critical to this position. The Executive Assistant works as part of the professional services team, flexibly contributing to team-based tasks as well as performing tasks on an independent basis. They will be required to respond constructively to changing business needs and circumstances, and will thrive in a high-pressure environment.

The Policy and Projects portfolio works collaboratively across the University to support the development and delivery of the University's strategic plan Growing Esteem 2015–2020. The portfolio is responsible for overseeing strategy, planning, performance, strategic risk, major projects, policy, government relations and governance at a whole-of-University level. The portfolio is composed of the following teams:

- **Governance:** The University Governance team is responsible for the University's regulatory and policy framework. The team provides governance support and advice to the University Council, the Academic Board and relevant sub-committees. It also provides secretariat support to University Executive Committee and boards of subsidiary companies and trusts.
- **Policy & Government Relations:** The Policy and Government Relations team supports and advances the University's external policy agenda through advocacy and the provision of strategic advice across a wide range of policy areas. The team coordinates and supports the University's relationship with government at State and Federal levels.
- **Major Projects:** The Major Projects team manages the University's suite of major projects through the ideation and initiation phases of their development, ensuring that the projects are underpinned by a clearly defined set of requirements, an appropriate design concept, a robust business case and a realisable delivery plan. It works closely with University Services and project sponsors to support project delivery.
- **Strategy, Planning and Performance:** The Strategy, Planning and Performance team coordinates the development and review of the University's strategic plan, and provides advice around performance and the development and alignment of ancillary plans. The team has responsibility for the development and review of the University's annual planning, budget and reporting cycle as well as oversight of the strategic risk framework.

### ***1. Key Responsibilities***

- ▶ Provide high level administrative support to ensure efficient day to day running of the office of the Vice-Principal through expert diary management, reviewing and organising meeting and travel arrangements and identifying issues which may impact on the activities of the Vice-Principal.

- ▶ Support meeting preparation through coordination of attendees, organising pre-briefs, collation of background briefing material and papers. This involves exercising flexibility in the face of changing business needs.
- ▶ Manage the flow of incoming and outgoing requests and correspondence ensuring that reports, business papers and correspondence are dealt with efficiently and promptly and matters requiring the personal attention of the VPPP are prioritised and followed up.
- ▶ Act as the primary contact point for the office, handling queries, screening calls, drafting correspondence and receiving and greeting stakeholders on arrival.
- ▶ Engage with individuals at all levels across the University and externally, with the confidence and ability to deal with a variety of queries and issues as the primary point of contact for the Vice-Principal. Provide a bridge for smooth communication between the VPPP and internal departments; developing and maintaining trust and support with senior management staff and peers.
- ▶ Provide secretariat functions for meetings and conferences through managing scheduling, booking venues & catering, coordination and registration of participants, minute taking, following up actions, and the collation and organisation of meeting papers.
- ▶ Arrange travel itineraries, conference registrations, accommodation arrangements, code expenses and provide general administrative assistance to the Vice-Principal in line with University policies and procedures.
- ▶ Provide historical reference by developing and utilising filing and retrieval systems and managing records.
- ▶ Maintain office supplies inventory by placing orders to maintain required inventory level, evaluating new office products and verifying receipt of supplies.
- ▶ Establish processes and procedures to coordinate the workflow of the office, and ensure continuous improvement and review to meet requirements.
- ▶ Co-ordinate the Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) requirements of the Chancellery Projects Group, in line with University O&EHS policies.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ Tertiary qualifications in a relevant discipline and/or equivalent mix of education and significant recent experience working within a similar role, ideally in office management and executive support.
- ▶ Experience in the provision of a range of administrative support to senior staff with a capacity to exercise sound judgement, diplomacy and discretion and a demonstrated ability to handle information in a confidential and appropriate manner.
- ▶ Demonstrated resilience and maturity, and the ability to work effectively in a high-pressure environment.
- ▶ Well-developed computer skills including Outlook, Microsoft Word, Excel and PowerPoint and the ability to learn new software.

- ▶ Strong interpersonal skills with the ability to work collaboratively and effectively with a diverse range of stakeholders, other University work units and external organisations.
- ▶ Demonstrated track record of engaging with and supporting requests from senior stakeholders/leaders in a professional and organised manner.
- ▶ Sound experience in planning and anticipating issues and proactively addressing challenges particularly around competing diary demands.
- ▶ Well-developed planning, organisation and scheduling skills, demonstrated initiative and the ability to deliver designated outputs to tight timelines.
- ▶ Demonstrated ability to work effectively as a team member and independently, with minimal supervision.
- ▶ Excellent time management and organizational skills, with the ability to prioritise tasks and exercise strong attention to detail.

## 2.2 DESIRABLE

- ▶ Understanding of the higher education sector culture and practices and the University's policies and procedures or an ability to acquire such knowledge quickly
- ▶ Ability to reconcile and code credit card transactions, understanding of the travel portal, understanding of THEMIS HR and finance systems, and experience in payments, purchasing and receipting.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

Under broad direction from the Vice-Principal and the Portfolio Director, the incumbent operates as an Executive Assistant with responsibility to assist with the key administrative activities required.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to apply skills to a varied range of secretarial and administrative tasks. Sound judgement and common sense are vital to ensure the efficient operation of the office. The Executive Assistant will at times be exposed to sensitive and confidential information and a great deal of discretion along with the ability to maintain confidentiality is required.

## 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will have, or will have the capacity to quickly establish, a sound understanding of the strategic imperatives of the University of Melbourne, the scope and nature of the portfolio, the University structure and who the key internal and external stakeholders are.

The role will also require the Executive Assistant to have a good understanding of the Chancellery Portfolio and University structures and how these interrelate.

### 3.4 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources without compromising on quality.

### 3.5 BREADTH OF THE POSITION

The position interacts with professional and academic staff across the University and works very closely on a day to day basis with the Vice-Principal, Policy and Projects, the Portfolio Director and the Project Officer to the Vice-Principal. The incumbent also deals closely with a large number of VIPs and dignitaries.

## ***4. Equal Opportunity, Diversity and Inclusion***

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ***5. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 6. Other Information

### 6.1 ORGANISATION UNIT

The Policy and Projects website provides detailed background information. Please refer to the following link:

<https://staff.unimelb.edu.au/melbourne-operating-model/chancellery/policy-and-projects>

### 6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 6.3 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has

adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

#### 6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>