

## Position Description

# Executive Officer

*Position Number: 00060621*  
*Position Title: Executive Officer*  
*Date Written: May 2018*

*Faculty / Division: DVC-Enterprise*  
*School / Unit: PLuS Alliance, Sydney*  
*Position Level: Level 8*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.

### Demonstrates Excellence

Delivers high performance and demonstrates service excellence

### Drives Innovation

Thinks creatively and develops new ways of working. Initiates and embraces change

### Builds Collaboration

Works effectively within and across teams. Builds relationships with internal/external stakeholders to deliver outcomes

### Embraces Diversity

Values individual differences and contributions of all people and promotes inclusion

### Displays Respect

Treats others with dignity and empathy. Communicates with integrity and openness

## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Division of Enterprise has the responsibility of "Delivering from Research Excellence" and "Knowledge Exchange for Social Progress on Economic Prosperity" as part of the University's 2025 Strategy. The Division will double the University's knowledge exchange revenue in the next five years and, through broad partnership with research organisations, industry and government, help transform Australia's economic base. The programs which will assist in delivering against these initiatives are listed in UNSW's Innovation Statement and comprise of five main areas: *Attracting and Nurturing Skills, Embedding and Empowering an Innovation Culture, Creating and Growing Partnerships with Industry, and Building Infrastructure and Forging long-term partnerships for Innovation.*

The PLuS Alliance is a strategic partnership between UNSW Sydney, King's College London and Arizona State University that delivers innovative models of university collaboration in education and research. The partnership focuses on solutions to grand challenges. The PLuS Alliance has a Secretariat in London and coordination units in Phoenix and Sydney. The Executive Officer will be a member of the Secretariat but be based, at least initially, in the UNSW Sydney unit. Some travel may be required. The Secretariat is led by the Managing Director and includes a Media and Communications Officer and seconded staff from the three universities, collectively working on projects and initiatives to advance the goals and objectives of the PLuS Alliance.

The Secretariat is responsible for liaising with industry, government, academia and communities to develop partnerships and projects for the PLuS Alliance, facilitating and coordinating collaborative education and research opportunities, providing timely reports to the Alliance leadership on opportunities and risks, preparing metrics and performance indicators for the Alliance and providing logistical support for the Alliance.

The Executive Officer provides high-level support and advice to the Managing Director, helps strengthen accountability and relationships with key internal and external stakeholders, coordinates projects, and oversees reporting processes for the Executive Committee, Advisory Board and major working groups. The Executive Officer works under the broad direction of the Managing Director and liaises and collaborates with the offices of the three PLuS Vice-Chancellors, Executive Committee and Advisory Board members, PLuS Program Directors at UNSW Sydney, King's College London and Arizona State University, Academic and professional staff from King's College London, UNSW Sydney and Arizona State University and key stakeholders in academia, government and industry – in the UK and offshore.

The role of Executive Officer reports to the Managing Director, PLuS Alliance, and has nil direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

- Provide high-quality executive and operational support, expert advice and logistical support to the Managing Director, including travel, diary management and office management.
- Coordinate Executive Committee and Advisory Board meetings, including contributing to and preparation of agendas, strategic papers, actions and minutes.
- Ensure that action items from the Managing Director and the Executive Committee and Advisory Board are progressed.

- Identify opportunities to improve workflow and processes and ensure they are escalated or implemented as appropriate.
- Coordinate and contribute to the timely delivery of high-quality strategic, operational and business plans, and government reporting requirements.
- Coordinate and contribute to the development and consultation of PLuS Alliance policies, procedures, standards and guidelines.
- Manage new and ongoing projects, including undertaking research and implementing recommendations, along with preparing and circulating various reports, working papers, submissions and correspondence as required.
- Develop and lead internal communications systems to ensure consistent and effective information flows to and from key stakeholders.
- Build and manage a key contacts database, segmented into contacts in the Alliance's four strategic initiatives – Education, Research, Engineering and Global Network.
- Establish and maintain highly collaborative relationships with PLuS Alliance representatives at the three partner universities and coordinate PLuS Alliance major events.
- Draft briefing papers, background notes, presentations and speaking notes for meetings and events.
- Provide timely reports and briefings to the Managing Director and, where appropriate, the Executive Committee and the Advisory Board.
- Assist with financial management, as required.
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## SELECTION CRITERIA

- Relevant tertiary qualifications combined with demonstrated management and administrative expertise and experience in a complex environment. Experience in higher education and international projects (desirable).
- Highly developed analytical, problem-solving and organisational skills and a demonstrated ability to meet priorities, manage competing deadlines and use sound judgement in decision-making.
- Proven experience supporting committees and providing strategic advice, planning and reporting to senior management and demonstrated experience successfully managing projects through to completion, on time and on budget.
- Demonstrated high-level interpersonal and communication skills, both written and oral, including preparation of briefing papers and submissions, producing complex management documents and communicating complex technical concepts in non-technical language.
- Proven ability to develop and maintain effective relationships with key internal and external stakeholders and technical and non-technical staff and successfully build networks.
- A high level of understanding of equal opportunity principles at a strategic planning level and the capacity to accept devolved responsibility for achievement of equity and diversity strategies.
- Advanced level of computer literacy with excellent skills in Microsoft Office applications and databases

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*