

**EXECUTIVE ASSISTANT  
POSITION DESCRIPTION**

<b>Position Title:</b>	Executive Assistant	<b>Position Number:</b> 10088	<b>Faculty/Division:</b> DVC&VP(Research)
<b>Classification:</b>	HEO 6	<b>No. Direct Reports &amp; Highest Classified Position:</b> 0	<b>School/Branch:</b> Office of the DVC&VP(R)
<b>FTE:</b> 1.0	<b>Reports to:</b> - Deputy Vice-Chancellor & Vice-President (Research)	<b>Fixed</b> <input type="checkbox"/> <b>Continuing</b> <input checked="" type="checkbox"/>	<b>Discipline/Unit:</b> n/a
<b>Position Summary:</b>	<p>The Office of the Deputy Vice-Chancellor and Vice-President (Research) is responsible for research-related strategic planning and policy, co-ordination of the University's research budget, and development and support of research alliances and partnerships.</p> <p>The Executive Assistant provides confidential, high-level executive and administrative support to the Deputy Vice-Chancellor &amp; Vice-President (Research), under limited direction. This role also provides high-level support to other senior staff in the Office of the DVC&amp;VP(R).</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	Under general direction, the Executive Assistant provides executive support to the Deputy Vice-Chancellor and Vice-President (Research). The role of the <a href="#">Deputy Vice-Chancellor (Research)</a> is to provide leadership and vision in achieving the University's strategic goals, particularly in relation to research and research training policy across the University. The Office is responsible for overall co-ordination of the high-level research activities of the University.	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>• DVC&amp;VP(R)</li> <li>• Staff in the Office of the DVC&amp;VP(R)</li> <li>• Directors and Managers of units within the Division of the DVC&amp;VP(R)</li> <li>• Senior University management, including Executive Deans</li> <li>• External organisations including State and Federal Government departments and agencies</li> </ul>	
	<b>Special conditions</b>	<p>Some outside hours work may be required.</p> <p>Reasonable workplace adjustments will be made for people with a disability.</p>	
	<b>Delegations</b>	n/a	
<b>Approvals:</b> <b>Head of School / Branch Manager</b>	<b>Head of School / Branch Manager</b> <b>Name:</b> Professor Mike Brooks <b>Signature:</b>  <b>Date:</b>	<b>Director Human Resources</b> <b>Name:</b> <b>Signature:</b>  <b>Date:</b>	

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**Acknowledgement of  
Incumbent**

I have read and understood the requirements of the position

Name: *(please print)*

Signature:

Date:

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<p><b>Key Responsibilities and Outcomes</b></p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Provide confidential, high-level executive and administrative support to the Deputy Vice-Chancellor & Vice-President (Research)	<ul style="list-style-type: none"> <li>▪ Undertake diary management to meet the competing needs and priorities of the DVC&amp;VP(R), including forward planning for key events and activities.</li> <li>▪ Ensure the DVC&amp;VP(R) is prepared for all meetings and functions, including the preparation of a daily schedule which may contain briefing notes, and the collation of any papers and required reading for the DVC&amp;VP(R) for forthcoming meetings.</li> <li>▪ Ensure that the DVC&amp;VP(R) Office meets internal and external deadlines.</li> <li>▪ Assess matters coming into the Office of the DVC&amp;VP(R) and inform the DVC&amp;VP(R) as appropriate, ensuring a high level of confidentiality is maintained.</li> <li>▪ Arrange travel using the University Travel &amp; Entertainment online system.</li> <li>▪ Source information on various topics as requested by the DVC&amp;VP(R).</li> </ul>
	2	Management of incoming and outgoing communication	<ul style="list-style-type: none"> <li>▪ Manage incoming mail and other external and internal forms of communication and tracking of responses.</li> <li>▪ Ensure responses are prepared and re-directed as appropriate for internal and external inquiries, including co-ordination of input from other areas of the University.</li> <li>▪ Drafting of high quality correspondence as appropriate.</li> <li>▪ Filing and archiving of all relevant incoming and outgoing material.</li> </ul>
	3	Provide support to senior staff as required	<ul style="list-style-type: none"> <li>▪ Assist senior staff with preparation of complex reports, presentations and management papers, including the provision of background material or drafts, as required.</li> </ul>
	4	Management of internal and external relationships	<ul style="list-style-type: none"> <li>▪ Establish and maintain networks and positive working relationships with relevant staff at all levels of the University, as well as external stakeholders.</li> <li>▪ Coordinate the DVC&amp;VP(R)'s activities with senior managers in other universities, research organisations and government departments, as required.</li> </ul>
	5	Provide support for research related visitors, delegations, functions and events	<ul style="list-style-type: none"> <li>▪ In conjunction with other parts of the University, provide support for research-related external visitors, delegations, functions and events, as necessary.</li> </ul>

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<b>Criteria</b>	<b>Capabilities and Behaviours</b>	<b>Achievement Drive</b>	<ul style="list-style-type: none"> <li>• Plans ahead to ensure all tasks are completed.</li> <li>• Delivers high quality output.</li> <li>• Deals with conflicting demands quickly and calmly.</li> <li>• Committed to meeting deadlines even with demanding timeframes.</li> </ul>
		<b>Communication</b>	<ul style="list-style-type: none"> <li>• Adapts style and content of communication of ideas and information to match the audience.</li> <li>• Uses high level communication skills (clarifying questions, summarizing, paraphrasing) to ensure their meaning is understood.</li> <li>• Is persuasive and confident in communicating ideas.</li> <li>• Able to maintain appropriate levels of confidentiality.</li> </ul>
		<b>Flexibility and Adaptability</b>	<ul style="list-style-type: none"> <li>• Shows flexibility in coping with multiple and changing priorities.</li> <li>• Adapts to changes in environment and work demands, working effectively with a variety of situations and people.</li> </ul>
		<b>Relationship Building</b>	<ul style="list-style-type: none"> <li>• Shows tact and diplomacy in dealing with people.</li> <li>• Builds trust in relationships through maintaining confidentiality and keeping commitments.</li> <li>• Builds rapport by making informal contacts in own and other work areas.</li> </ul>
		<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Actively participates in team meetings through sharing ideas and contributing to discussions.</li> <li>• Supports team members to achieve their goals by sharing workloads.</li> </ul>

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	<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Significant experience working with confidential and sensitive matters in a senior executive support role.</li> <li>▪ Demonstrated ability to work effectively under pressure with competing priorities and deadlines.</li> <li>▪ Experience in the preparation of high-level documentation.</li> <li>▪ Highly developed organisational abilities.</li> <li>▪ Demonstrated high level verbal and interpersonal skills, with the ability to liaise and develop key relationships with a diverse range of stakeholders.</li> <li>▪ High-level proficiency in the use of software applications, including Microsoft Outlook, Word, Excel and Powerpoint.</li> </ul>
	<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>▪ Three year tertiary degree or equivalent work experience.</li> </ul>
<p><b>Occupational Health, Safety and Welfare Requirements</b></p>		<ul style="list-style-type: none"> <li>• All Supervising staff are required to implement and maintain the University's OH&amp;S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.</li> </ul>
<p><b>University Expectations</b></p>		<p>All staff are expected to:</p> <ul style="list-style-type: none"> <li>• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;</li> <li>• Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions;</li> <li>• Perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>• Read, understand and comply with all University policies and procedures.</li> </ul>