

**POSITION DESCRIPTION**

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<b>POSITION TITLE:</b>	Executive Assistant to Executive Dean		
<b>FACULTY/OFFICE:</b>		<b>DEPT:</b>	
<b>REPORTS TO (Supervisor title):</b>	Executive Dean		
<b>AUTHOR NAME:</b>			
<b>POSITION NUMBER:</b>		<b>HEW LEVEL:</b>	
<b>APPROVED BY:</b>	Executive Dean	<b>DATE:</b>	21 July 2008

**A POSITION PURPOSE**

The Executive Assistant will provide professional, high level secretarial, administrative and project support to the Executive Dean of the Faculty.

**B PRIMARY ACCOUNTABILITIES**

- Proactive diary and email management including gathering of information for meetings and preparation of papers and briefing notes as appropriate.
- Manage the flow of information and documents to and from the Dean's office and follow up requests for further information as required.
- Maintain an effective and efficient service to respond to enquiries arising from phone, mail, internet and in person.
- Coordinate and arrange travel arrangements for the Dean including liaising with travel agents, overseas and local organisers, planning and organising itineraries, arranging meetings and commitments during the period of travel, process and maintain travel related documentation and financial commitments.
- Organise and arrange functions and visits from visitors including catering as required and sourcing of appropriate venues.
- Undertake general administrative and project work as allocated including the provision of assistance in the development of project proposals and assistance in completing projects to achieve strategic initiatives of the Faculty.
- Develop and manage administrative systems and processes for the Dean's Office. This includes communicating the Dean's requirements for documentation requiring her/his approval or to be included in larger reports, developing and managing effective electronic and paper-based systems to ensure prompt retrieval of

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documents and information and identification of information to be collected on an ongoing basis.

- Undertake ongoing review of administrative policies and processes coordinated from the Dean's Office to ensure they satisfy their desired end results.
- Provide administrative support for Faculty meetings including scheduling, preparation of agendas and papers, taking of minutes and follow up action items.
- Support Faculty governance by maintaining appropriate records, assisting in preparation of annual reports, responding to requests for information from other areas of the University (including collecting, collating and analysing information as appropriate), and assisting with other Faculty reporting requirements.
- Ensure that decisions of the Executive are communicated to relevant staff including liaison with administrators supporting the various Departments and functions.
- Maintain the Executive Group and Head of Department shared electronic files.
- To build and maintain relationships with senior level staff and external contacts to ensure professional representation of the Faculty.

### Other

Any other duties within the staff member's level of competence as required.

### C REPORTING RELATIONSHIPS

The Executive Assistant reports to the Executive Dean and will also have a close working relationship with the Faculty General Manager. The Executive Assistant does not directly supervise staff but will provide advice and assistance to other administrative staff of the Faculty and its Departments.

### D ORGANISATIONAL RELATIONSHIPS

The Executive Assistant is required to have a broad understanding of the University structure and sound knowledge of their particular Faculty.

### E SUPERVISION AND INDEPENDENCE

Operates independently on a day-to-day basis guided by the Dean's priorities and Faculty aims and objectives. Limited direction and guidance will be provided. The incumbent is expected to demonstrate initiative in performing the role and to exercise discretion in determining priorities. The incumbent will develop internal procedures for efficient operation of the Dean's Office consistent with and guided by University policy, precedents and standards.

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### F PROBLEM SOLVING AND JUDGEMENT

The role is broad in scope and activity and must balance priorities and competing demands in a complex environment. The Executive Assistant needs to keep up to date with changes to relevant University policies and procedures and be able to communicate the effect on Faculty and Departmental processes. The Executive Assistant makes determination about competing priorities on complex projects and in managing the Dean's diary will make judgements about relative priority of demands on her/his time.

### G RECOURSE TO HIGHER LEVEL

The Executive Assistant may seek assistance from to the Faculty General Manager and other senior Faculty staff; OFM on building, accommodation and security issues; the VCs Office as required (eg on submission of corporate level reports); and to administration managers within the Faculty when researching various issues.

### H DIMENSIONS AND DELEGATIONS

Nil

### I QUALIFICATIONS AND SKILLS

#### Essential

- Degree in relevant discipline and/or equivalent combination of education, training and experience
- Extensive experience providing high-level administrative and executive support, including high-level committee support, preferably in an educational environment or related
- Demonstrated high level administrative and organisational skills including planning, prioritisation, time management and initiative
- Practical knowledge of and experience in the application of a broad range of administrative and office management policies and procedures
- High-level written and interpersonal communication skills, including negotiation, problem solving and relationship management skills, and the ability to liaise effectively with and influence staff at all levels within the organisation while maintaining appropriate confidentiality
- Ability to supervise and motivate staff
- Experience collecting, analysing and interpreting information and writing briefing notes, short reports, correspondence and other documentation
- Excellent skills in the use of standard computer software for offices including word-processing, spreadsheet, database, power point, web-updating, internet and e-mail software
- Understanding of and commitment to OHS and EEO principles and practice and ability to apply these