Griffith UNIVERSITY
Queensland, Australia

Position Description

Position Title	Executive Assistant
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / ARC Centre of Excellence for Transforming Human Origins Research
Classification	HEW 5
Position Number	00064330
Reports To	Chief Centre Operating Officer (CCOO)
Employment Type	Fixed Term

1.0 Position Purpose

Under general direction, the Executive Assistant contributes to the delivery of the ARC Centre of Excellence for Transforming Human Origins Research by providing coordinated project and administrative support across Centre activities. The role supports the Director with project planning, governance, communications, stakeholder engagement, events, reporting and the monitoring of actions and deliverables to enable the achievement of the Centre's strategic and operational objectives.

The ARC Centre of Excellence for Transforming Human Origins Research has been established to transform understanding of human origins through the integration of advanced scientific approaches with Indigenous, Global South and Western knowledge systems. The Centre is endorsed and funded by the Australian Research Council for a fixed seven-year term. The program is expected cease after this period with a review period conducted during the program at the mid-term point.

2.0 Eligibility Requirements

- The occupant of this position will hold a minimum of an associate diploma qualification plus demonstrated experience in an executive support or advanced administrative role, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Provide dedicated executive administrative support to the Director, including diary management, arranging domestic and international travel and accommodation and associated financial transactions.
- Manage day-to-day operations, including the management of information flow; maintaining administrative processes including financial and HR systems; monitoring emails; and responding to and referring enquiries, ensuring matters are referred and actioned expeditiously.
- Develop and maintain effective working relationships with colleagues and stakeholders to support the executive, including ensuring effective communication and managing competing expectations.

- Provide high-level secretarial support for committees and working groups, including organising agendas, reports and taking minutes to support the delivery of the ARC Centre of Excellence.
- Coordinate events, workshops and conferences, as well as visitor itineraries and hospitality.
- This position may be required to take on other project responsibilities such as program support, compliance and communications, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

  To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our Capability Development Framework.