

<b>Position Title</b>	Executive Officer
<b>Group/Portfolio</b>	Division of the Deputy Vice Chancellor (Research) / Griffith Graduate Research School (GGRS)
<b>Classification</b>	HEW level 7
<b>Position Number</b>	00062258
<b>Reports To</b>	Dean, Griffith Graduate Research School
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

Under broad direction, the Executive Officer provides high-level strategic and operational support to the Dean of the Griffith Graduate Research School (GGRS). The role leads data-driven initiatives, contributes to the development of HDR governance and compliance frameworks, and provides expert advice to inform decision-making. The incumbent coordinates cross-functional engagement across the Deputy Vice Chancellor (Research) portfolio and external stakeholders and oversees governance activities as Secretary to the Board of Graduate Research and its sub-committees.

## 2.0 Eligibility Requirements

The occupant of this position will hold a relevant tertiary qualification and have subsequent relevant experience in the tertiary education environment, or have an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

- Lead strategic data initiatives and programs of work that inform and influence decision-making on HDR governance and compliance. Provide high-level advice and recommendations to the Dean, contributing to the development and refinement of HDR-related policy, procedures, and reporting frameworks in alignment with Griffith University standards.
- Provide high-level secretariat support to the Board of Graduate Research and its sub-committees, including quality assurance of agendas and briefing materials, oversight of governance actions, and strategic coordination of committee outputs in alignment with university policy.
- Initiate and manage strategic communication on behalf of the Dean, manage requests for information, and maintain records to ensure effective communication and dissemination to and from a diversity of HDR portfolio stakeholders.
- Undertake purchasing and asset management for GGRS offices and staff at the Nathan and Gold Coast campuses, including for hardware, software, catering and stationary requirements, and prepare the Dean's corporate card acquittals.

- Design and lead strategic communication initiatives across the HDR portfolio, including stakeholder engagement strategies and delivery of key messaging, including through online meetings and in person workshops.
- Design and implement governance and operational frameworks that enhance administrative effectiveness and align with university-wide enterprise systems.
- Take on other responsibilities, 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](#).