

Position Title	Executive Officer
Group/Portfolio	Griffith Health
Classification	HEW 8
Position Number	00060758
Reports To	School Manager
Employment Type	Fixed Term

1.0 Position Purpose

Under broad direction, the Executive Officer provides high-level operational and executive support to the Executive Team and coordinates all activities associated with the School of Health Science and Social Work. The Executive Officer undertakes high level project work, developing strategy and position papers with respect to issues associated with the portfolio. This position is also required to provide support in school-based policy and guideline drafting, revision and evaluation.

2.0 Eligibility Requirements

- The occupant of the position will hold relevant qualifications and extensive relevant experience; or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Provide executive support to the Head of School and Executive Team including the undertaking and/or coordination of administrative actions leading to or arising out of decisions made by the Head of School or delegated to the Head of School.
- Manage the flow of work through the Head of Schools Office, particularly management of work arising from Element/Portfolio meetings and workshops, including preparation of agendas, taking of minutes, and oversight of the outstanding action list.
- Manage professional and support staff including coordinating the priorities and workload, as required, to ensure timelines are met and outcomes are delivered.
- Research and analyse data, draft correspondence, briefing/discussion papers, strategy, policy and position papers, presentations and reports for the Head of Element. These papers and presentations will address a range of audiences including the University Executive, Group, Government and Industry partners.

- Provide support in the administration of the budget for the portfolio, in consultation with the School Manager and Finance Business Partner.
- Initiate and lead process improvement and the development of local protocols; draft, review and streamline policy content; and ensure occurrence of regular, systemic review of policies, procedures and protocols in a consultative and timely manner.
- Undertake delegated complex or sensitive department issues and processes as delegated from the Head of School.
- Provide high level coordination and project management for special projects and events.
- Manage professional and support staff including coordinating the priorities and workload, as required, to ensure timelines are met and outcomes are delivered.
- Initiate and foster professional relationships and networks within the University community and with external stakeholders, professional and community organisations and clients.
- Coordinate and provide high level secretarial support to committees and working parties, as well as represent the Element at such forums, as required.
- Liaise with Human Resources, Finance and relevant elements in relation to policies and procedures, including appointment and recruitment processes.
- Provide subject matter expertise or policy advice across a range of programs or activities undertaken by the Element.
- This position may be required to 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 Others section of our [Capability Development Framework](#).

