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| Position Title | Executive Assistant |
| Group/Portfolio | Health / Dean Research |
| Classification | HEW 5 |
| Position Number | 00063979 |
| Reports To | Dean Research |
| Employment Type | Continuing |

1.0 Position Purpose

Under general direction, the Executive Assistant contributes to the efficient and effective operations of the element and provides administrative support to the Senior leadership team and in particular the Dean Research, Health

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 senior staff members, 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.
- Draft, format and prepare a range of forms of communication including reports, submissions and presentations; and perform ad hoc research and project activities.
- Provide high level secretarial support for ad hoc committees and working parties, including organising agendas, reports and taking minutes.
- Coordinate events, workshops and conferences, as well as visitor itineraries and hospitality.

- 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 Self section of our [Capability Development Framework](#).