POSITION DESCRIPTION

Executive Portfolio Officer



POSITION DETAILS

Position Title	Executive Portfolio Officer
Classification	HEW Level 7
Position Number	7003546
School/Office	Office of General Counsel
Division	Division of the Vice-Chancellor and President

POSITION PURPOSE

This role provides high-level executive and project support to the General Counsel and University Secretary, as well as providing administrative and operational support to the Office of General Counsel and Compliance Program Unit. It ensures the effective coordination of strategic initiatives, stakeholder engagement, and operational activities. The position contributes to the University's strategic goals by enabling efficient executive operations, supporting project delivery, managing administrative operations in a high-volume legal environment, and maintaining professional standards of communication and governance.

KEY ACCOUNTABILITIES

- **Coordinate executive support services** that ensure timely and professional delivery of diary, travel, correspondence and filing management.
- **Manage executive workflow** including prioritising operational activities and coordinating daily tasks under the guidance of the General Counsel and University Secretary and the Executive Officer.
- **Coordinate documentation and reporting**, ensuring timely preparation of papers, responses, and strategic communications.
- **Serve as primary liaison for internal and external stakeholders** on behalf of the General Counsel and University Secretary, ensuring effective communication across Schools, Institutes, and Divisions.
- **Plan and deliver internal events and forums** that contribute to strategic planning and staff engagement.
- **Lead and contribute to projects** on behalf of the General Counsel and University Secretary, applying project management methodology to monitor progress and deliver outcomes on major and ad hoc initiatives.
- **Governance research** including benchmarking within the sector and implementation requirements for new Codes and legislation.

- **Oversee administrative functions of the Office of General Counsel** including managing the reception area of the OGC, triaging and allocation of new legal client matters, meeting organisation, catering, travel arrangements, stationary orders, processing invoices and credit card expenses, asset management and recruitment activities.
- **Assist and coordinate responses to or compliance with requests for information, statutory notices, subpoenas or notices to produce documents** in accordance with the University's privacy and other policies as required.
- **Provide high-level support** for the Remuneration and Nominations Committee and the Foundation Executive Committee, including scheduling, agenda preparation, paper compilation and distribution, and follow-up on action items.
- **Provide governance and compliance advice** to stakeholders, interpreting policy and procedural requirements and supporting consistent implementation across the University.
- **Maintain accurate records and systems** in accordance with university standards and legislative obligations.
- **Draft complex documents** such as Board and Committees papers as required.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualifications in a relevant discipline and/or equivalent experience in executive support and project coordination.
2. Demonstrated ability to manage competing priorities and deliver outcomes in a dynamic environment.
3. High-level proficiency in Microsoft Office and digital collaboration tools.
4. Strong written communication skills, including the ability to draft and edit executive-level documents.
5. Excellent interpersonal and stakeholder engagement skills, with the ability to liaise across diverse teams.
6. Proven analytical and problem-solving capabilities, including policy interpretation and decision-making.
7. Experience in managing confidential information and servicing governance committees.

KEY RELATIONSHIPS

This position reports to: Executive Officer (7003546)
This position supervises: NIL
Key internal relationships:

- **Executive leadership team**
- **Professional and academic staff**
- **Centralised services and divisional offices**
- **OGC Lawyers and professional staff**
- **Compliance Program Unit**
- **Complaints Resolution Unit**
- **Office of Governance Services**

Key external relationships:

- **Government and community representatives**
- **Government agencies**
- **External law firms**

CHALLENGES

- Navigating complex stakeholder needs while maintaining confidentiality and professionalism in a high volume legal environment.
- Managing multiple concurrent projects and priorities with limited resources.
- Ensuring compliance with evolving policy and governance frameworks.
- Supporting strategic initiatives in a fast-paced and change-oriented environment.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- → Code of Conduct
- → Work Health and Safety and Wellbeing Management System
- → Enterprise Agreement or Award
- → Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: **Office for People/Lead People and Culture Partner as minor changes**
Date: **September 2025/October 2026**