

POSITION DESCRIPTION



Senior Executive Assistant / Office Coordinator



POSITION DETAILS

Position Title	Senior Executive Assistant / Office Coordinator
Classification	HEW Level 7
Position Number	7015866
School/Office	Centre for Western Sydney
Division	Western Sydney and External Engagement

POSITION PURPOSE

The Senior Executive Assistant and Office Coordinator provides high-level executive, administrative, operational, and office coordination support to the Director of the Centre for Western Sydney, including oversight of external contracts and partnerships. The role oversees the Centre's daily operations, managing complex scheduling, correspondence, communications, governance processes, and office systems to ensure effective workflow and efficiency.

Working with a high level of autonomy and professionalism, the position supports the Director in advancing the Centre's strategic priorities, research initiatives, stakeholder engagement, and public profile. It serves as the central point of coordination between the Director, Centre staff, University leadership, government agencies, industry partners, and community stakeholders.

The position also manages procurement activities and compliance obligations to ensure the Centre meets University policies, legal requirements, and reporting standards. It contributes to financial and HR administration, monitors operational performance, and maintains robust administrative and governance systems that support the Centre's strategic and operational goals.

KEY ACCOUNTABILITIES

- Manage the Director's diary, travel, meetings, and correspondence aligned to strategic priorities.
- Prepare documentation, acquittals, and reports to a high professional standard.
- Act as the central point of contact between the Director, Centre staff, University leadership, and external stakeholders.
- Prioritise and manage access and communications with discretion.
- Draft and manage briefing papers, correspondence, and records.
- Ensure timely and confidential handling of communications.

- Oversee administrative systems, supplies, and workflow efficiency.
- Maintain a professional and organised office environment.
- Administer procurement and contract processes in line with University policies.
- Ensure compliance with legal and reporting obligations.
- Maintain governance documentation and records using systems like SharePoint.
- Support internal systems and reporting frameworks.
- Manage purchasing, invoicing, budget tracking, and HR support tasks.
- Ensure confidentiality and compliance with University standards.
- Coordinate strategic events, workshops, and stakeholder activities.
- Prepare agendas, minutes, and follow-up actions.
- Assist in delivering Centre priorities and tracking progress.
- Collaborate with staff and stakeholders to support strategic goals.
- Undertake additional tasks as required, demonstrating flexibility and initiative.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Extensive experience providing high-level executive and administrative support to a senior executive or leader in a complex organisation, with demonstrated capacity to manage competing priorities, tight deadlines, and confidential matters with professionalism and discretion.
2. Proven office coordination and organisational skills, including the ability to oversee administrative systems, workflow efficiency, and day-to-day operations to support the smooth functioning of a busy office environment.
3. Demonstrated experience in managing contracts, procurement, and compliance processes, with a sound understanding of governance frameworks, policy application, and recordkeeping requirements in a public or university context.
4. Strong interpersonal and communication skills, including the ability to draft correspondence, prepare reports and briefing papers, and liaise effectively with senior internal and external stakeholders such as government, industry, and community partners.
5. High-level digital and information management skills, including proficiency in Microsoft Office Suite and experience using enterprise systems such as SharePoint, and financial or HR systems.
6. Demonstrated ability to work independently and exercise sound judgment, initiative, and problem-solving in a dynamic and high-profile environment.
7. Experience in coordinating meetings, events, and stakeholder engagement activities, including agenda preparation, minute-taking, and logistical coordination.
8. Strong understanding of financial and HR administrative processes, including budgeting, purchasing, credit card reconciliation, and staff support functions.

KEY RELATIONSHIPS

- **This position reports to:** Director, Centre for Western Sydney
- **This position supervises:** NIL
- **Key internal relationships:**
 - Director
 - Deputy Vice Chancellor
 - Vice Chancellor
 - Chancellor
 - Senior Leadership Team
 - Deans
 - Directors
 - Schools
 - Institutes

- Divisional Offices
- University Entities
- Students.
- **Key external relationships:**
 - Government agencies
 - Community organisations
 - Industry partners
 - Consultants
 - Education sector representatives

CHALLENGES

The core function of the role is to generate a common understanding of the University's campus network, the Western Sydney region, and the principles that will shape them in the future. While the Senior Advisor Campus Network Strategy is not solely responsible for generating this understanding, they play a crucial role in navigating complex sets of interdependent data, viewpoints and stakeholders on behalf of senior leadership. This includes balancing University priorities with regional equity, economic development, and public interest outcomes.

Other challenges include:

- Report writing at a Senior Executive level.
- Prioritising high-level work requirements and meeting changing stakeholder demands.
- Using creative thinking to find practical solutions to challenging problems.
- Gathering, analysing and interpreting data and reports to enable information to be easily and quickly disseminated.
- Translating policy and community insights into strategic advice that advances Western Sydney's interests.
- Contributing to the development of monitoring and evaluation frameworks, and demonstrating measurable impact.

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

Date: October 2025