

# POSITION DESCRIPTION



## Executive Portfolio Officer

### POSITION DETAILS

|                 |                             |
|-----------------|-----------------------------|
| Position Title  | Executive Portfolio Officer |
| Classification  | HEW Level 7                 |
| Position Number | NEW                         |
| School/Office   | Office for People           |
| Division        | Division of Operations      |

### POSITION PURPOSE

This role provides high-level executive and project support to the Chief People Officer and senior managers of the Office for People. 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, and maintaining professional standards of communication and governance.

### KEY ACCOUNTABILITIES

- **Coordinate executive support services** that ensure timely and professional delivery of diary, travel, and correspondence management.
- **Manage confidential communications and documentation** to support informed decision-making and strategic alignment.
- **Facilitate stakeholder engagement activities** that build positive relationships and support executive priorities.
- **Plan and deliver internal events and forums** that contribute to strategic planning and staff engagement.
- **Support, monitor and report on project progress** using established methodologies to ensure milestones are met.
- **Interpret and apply University policies** to support compliance and governance requirements.
- **Maintain accurate records and systems** in accordance with University standards and legislative obligations.
- **Maintain accurate records of assets**, coordinate stocktakes, and support procurement processes in line with university policies and procedures.
- **Interpret financial policies**, coordinating and monitoring project procurement and expenditure, coordinating approval and processing of invoices and preparing financial reports.

## 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:** Chief People Officer

**This position supervises:** NIL

**Key internal relationships:**

- Office for People leadership team
- Division of Operations- Professional network
- Division of Operations – Director of Operations
- Finance Office staff
- University Executive and Executive Assistant staff

**Key external relationships:**

- All external visitors and key stakeholders to Office for People including audit office, banking relationship officers, Insurance providers and Finance-IT system partners

## CHALLENGES

- Navigating complex stakeholder needs while maintaining confidentiality and professionalism.
- 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

**Date:** September 2025