

# POSITION DESCRIPTION



## Executive Assistant



### POSITION DETAILS

Position Title	Executive Assistant
Classification	HEW Level 6
Position Number	
School/Office	School of
Division	Provost

### POSITION PURPOSE

This position provides high-level executive support to the Dean of the School, enabling the School's executive function through quality administrative services, stakeholder liaison, and coordination of strategic communications and projects.

### KEY ACCOUNTABILITIES

#### 1. Executive Support

- Provide high level administrative support to the Dean as directed including secretarial support, diary management, travel management, email correspondence and telephone management.
- Act as the first point of contact for internal and external parties seeking access to the Dean.
- Ensure timely and accurate document management on behalf of the Dean, including management of incoming and outgoing correspondence, ensuring briefing papers, minutes as and when required, and that critical communications to and from the Dean are provided and distributed throughout the School and University, as required.
- Ensure a high degree of confidentiality, professionalism and diplomacy are applied to all aspects of the role.
- Drafting and formatting documents including the School Newsletter and other documents as requested.

#### 2. Project Support

- Provide administrative project support within the Deans unit by conducting research, utilising data analytics, drafting/coordinating reports, info grams and presentations, as required.

- Carry out adhoc project-based work as assigned by the Dean, and in line with the Dean's Office.
- Develop a yearly planner for School events, as advised by the Dean and School Manager.
- As directed, work with academics and professional staff to produce promotional material and to organise events such as School forum, Professional Forum, School Conferences and Strategic Planning Days.

### **3. Administrative support**

- Manage and organise the corporate credit card statement and related paperwork for the Dean.
- Ensure appropriate records management, using TRIM, and complying with University Policy.
- Coordinate general facilities maintenance and repairs to ensure that space occupied by the School is safe and efficiently utilised.
- Asset management, including maintaining the Asset Register, stocktakes and audit.
- Operational purchasing to support day-to-day school requirements, within budget and in accordance with university procurement guidelines.
- Processing invoices relating to all the above.

### **4. Undertake other duties as directed.**

- Other duties relevant to the classification level.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS**

1. Appropriate tertiary qualifications in a relevant discipline and/or an equivalent combination of training and management experience in a large and complex organisation.
2. Proven experience within an executive setting including experience in servicing executive and governance committees with demonstrated highly developed organisational, project and time management skills.
3. Demonstrated capacity to deal effectively with a high-volume workload, competing priorities and unexpected events, exercising judgment and taking action accordingly, and ensuring tasks are completed on time.
4. High-level Office software program skills, including spreadsheets, word processing and databases.
5. Well-developed written communication skills encompassing the ability to write, proofread and provide editorial advice on a wide range of documents including executive level reports and to communicate relevant information and policy.
6. Demonstrated high level interpersonal and communication skills and the ability to work as part of a team, together with consultation and facilitation skills, and the capacity to articulate complex issues lucidly and succinctly.
7. High level of analytical problem-solving skills with proven ability to interpret, formulate, document, exercise initiative and make decisions towards the achievement of effective outcomes with minimal supervision including a demonstrated ability to exercise judgement with regard to the release of information on confidential matters.

## **KEY RELATIONSHIPS**

Identify the role's reporting line and any supervisory responsibilities. Then list the key internal and external stakeholders the role must engage with to be successful. Focus on relationships that are critical to delivering the key accountabilities.

- **This position reports to:** Senior Executive Assistant

- **This position supervises:** Nil
- **Key internal relationships:**
  - Dean and School Manager
  - Divisional and School Executive Offices
  - Academic and professional staff within the School
  - Divisional areas including Finance, IT, Office of People and Shared Services
- **Key external relationships:**
  - External stakeholders and organisations seeking access to the Dean's Office

## CHALLENGES

- Managing competing priorities and high-volume tasks while maintaining service quality and confidentiality.
- Coordinating communications and events across diverse stakeholder groups.
- Ensuring compliance with University policies and procedures in a dynamic 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:**

**Date:**