

POSITION DESCRIPTION

Senior Executive Support



POSITION DETAILS

Position Title	Senior Executive Support
Classification	HEW Level 7
Position Number	7012893
School/Office	Office of the Deputy Vice Chancellor, Western Sydney and External Engagement
Division	Division of Western Sydney and External Engagement

POSITION PURPOSE

The Senior Executive Support provides high-level executive support to ensure the efficient operation of the Deputy Vice Chancellor's Office. The role works closely with the Executive Officer to manage workflows, coordinate critical activities, manage complex calendars, meetings, and events, including significant senior meetings with external stakeholders, preparation of agendas and follow-up actions. It supports diary and travel management, committee coordination, document preparation, and project tracking, contributing to the strategic and operational effectiveness of the Division.

KEY ACCOUNTABILITIES

1. **Coordinate** complex calendars, meetings and events, including preparation of agendas, briefing materials, and follow-up actions.
Delivers timely and accurate services that meet stakeholder needs and expectations.
2. **Act as a key liaison** between the Executive and internal/external stakeholders, maintaining professional relationships and ensuring timely communication.
Trusted and effective relationships are maintained between the Executive and key stakeholders, with clear, timely, and professional communication enabling informed decision-making and smooth coordination of activities.
3. Proactively **manage** the Deputy Vice-Chancellor's schedule by arranging meetings to ensure optimal use of time, aligning commitments with strategic priorities and minimising calendar conflicts.
The Deputy Vice-Chancellor's time is optimised through effective scheduling, with commitments aligned to strategic priorities, minimal conflicts, and well-coordinated meetings.

4. **Coordinate** the preparation of reports, committee papers, and documentation to support strategic decision-making.
Provides insights and recommendations that influence decision making.
5. **Facilitate** communication across Schools, Institutes, Divisions, and external stakeholders to ensure seamless information flow.
Builds and sustains positive working relationships to achieve shared goals.
6. **Monitor** progress on major projects and follow up on action items using project management methodology.
Applies continuous improvement principles to enhance service delivery.
7. **Maintain** compliance with WHS, equity, and records management policies, ensuring the office meets all required standards.
Adheres to policies, procedures, and compliance requirements.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Relevant vocational/tertiary training and/or extensive professional experience within an Senior Executive office setting.
2. High-level organisational, communication, and problem-solving skills.
3. Proven ability to manage competing priorities and maintain confidentiality.
4. Strong written and verbal communication skills, including document preparation and editorial support.
5. Proficiency in Microsoft Office products, with a high level of digital literacy.

KEY RELATIONSHIPS

- **This position reports to:** Director of Operations 7013967
- **This position supervises:** N/A
- **Key internal relationships:**
 - Deputy Vice-Chancellor
 - Staff of the Division & Directors of the Division
 - Executive Officer
 - University Executive and Executive Assistants
 - Committees chaired by the Deputy Vice-Chancellor
- **Key external relationships:**
 - Visitors and guests of the Office
 - External stakeholders and service providers

CHALLENGES

- Managing competing priorities in a high-volume environment while maintaining professionalism and responsiveness.
- Maintaining current knowledge across a wide range of divisional activities and ensuring alignment with broader University operations

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: 9/12/2025