

POSITION DESCRIPTION



Executive Support Officer

POSITION DETAILS

Position Title	Executive Support Officer
Classification	HEW Level 6
Position Number	7001112
School/Office	Office of the Vice-Chancellor
Division	Division of the Vice-Chancellor

POSITION PURPOSE

The Executive Support Officer is responsible for managing and providing secretariat support for the Senior Executive Meetings and other committees that are placed within the Office of the Vice Chancellor and Presidents office. This role will also be supporting the Executive Officers in both the Office of the Vice Chancellor and the Chancellor in activities such as briefing, speaking notes and backfilling these roles when required.

KEY ACCOUNTABILITIES

- 1. Secretariat Support**
 - Provide professional committee support to the Senior Executive Meetings and other committees that are within the Office of the Vice Chancellors portfolio.
 - Create, provide and disseminate agendas, minutes, schedules and briefing papers of the highest quality to associated committees.
 - Development of content for papers and other committee materials in collaboration with others, which involves ongoing consultation, analysis of relevant data and liaising with other professional staff.
 - Deliver logistical and secretariat requirements for OVC based committees, working groups and other meetings.
- 2. Administrative Support**
 - Develop and contribute to the maintenance of effective systems to deliver efficiencies and accuracy in records management and confidentiality.
 - Assist with the creation of briefing and speaking notes for the Vice Chancellor.
 - Maintain schedules of work across the team and with other stakeholders including Internal communications.
 - Maintenance of the Office's MS teams, Sharepoint and other collaborative systems and software.

3. Chancellor Support

- Provide diary and executive assistance support to the Chancellor when the Executive Officer is on leave or unavailable.

4. Other

- Other duties commensurate with the level and purpose of this position may be necessary from time to time as directed by the Chief of Staff or direct supervisor.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- A relevant qualification and/or equivalent professional training and experience in a large and complex organisation.
- Demonstrated ability to provide high level secretariat support in an agile environment.
- An established record of working independently, exercising initiative, interpreting policy and procedures, and providing advice.
- Demonstrated organisation, administrative and time management skills with the proven ability to multi-task in a deadline driven environment.
- Demonstrated ability in utilising discretion and confidentiality in the handling of confidential and sensitive matters.
- Demonstrated high level written communication skills, including the ability to prepare reports and committee material and respond to correspondence.
- Demonstrated high level of oral and interpersonal skills, including the ability to liaise with management, staff and external stakeholders and establish and maintain effective professional relationships.
- High level computer literacy skills, including demonstrated experience in word processing spread sheets, computerised presentations and accessing/downloading data from mainframe systems such as Microsoft Office.

KEY RELATIONSHIPS

This position reports to: Executive Officer

This position supervises: NIL

Key internal relationships:

- Liaises with senior staff across the University, including committee members and external stakeholders.

Key external relationships:

- Visitors to the OVC

CHALLENGES

- Managing the preparation, distribution, and follow-up of agendas, minutes, and briefing materials for Senior Executive Meetings and other governance bodies within the Vice-Chancellor's portfolio, often under tight timeframes and with sensitive content.
- Developing and managing briefing notes, speaking points, and committee documentation demands precision, collaboration, and the ability to synthesise complex information from multiple sources.

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: