POSITION DESCRIPTION

Senior Executive Assistant



POSITION DETAILS

Position Title	Senior Executive Assistant to Senior Deputy Vice-Chancellor Education and Students
Classification	HEW Level 7
Position Number	7002693
School/Office	Office of the Senior Deputy Vice-Chancellor Education and Students
Division	Education and Students

POSITION PURPOSE

The Senior Executive Assistant provides high-level executive and administrative support to the Senior Deputy Vice-Chancellor, Education and Students, enabling the effective delivery of strategic and operational responsibilities across the divisional portfolio. Reporting to the Director Operations, the role coordinates executive workflow and priorities within the Office and supports effective engagement with senior internal and external stakeholders.

The role manages the Senior Deputy Vice-Chancellor's diary, communications, travel, finance administration, guest reception and document preparation. It coordinates briefings, committee and governance requirements, monitors actions and deadlines, and maintains accurate and confidential records. A high level of judgement, discretion, responsiveness and professionalism is required.

KEY ACCOUNTABILITIES

- Serve as a primary point of contact for internal and external stakeholders on behalf of the Senior Deputy Vice-Chancellor, ensuring communication is timely, professional and appropriately managed.
- Manage the Senior Deputy Vice-Chancellor's diary and executive workflow, anticipating requirements, resolving competing priorities and ensuring the executive is fully briefed for meetings, events and commitments.
- Manage correspondence and communications, including reviewing incoming matters, coordinating contributions, drafting routine and non-routine responses, and tracking deadlines and follow-up actions.

- Coordinate the timely preparation and quality review of briefing notes, reports, presentations, committee papers, correspondence and other documents required by the Senior Deputy Vice-Chancellor.
- Provide high-level committee and governance support, including scheduling, agenda and paper coordination, minute-taking where required, maintenance of action registers and follow-up of agreed actions.
- Coordinate domestic and international travel, including bookings, itineraries, approvals, payments and related documentation.
- Undertake finance and administrative processes for the Office, including purchasing, invoice and credit card administration, reconciliations and other approved transactions in line with University requirements.
- Maintain strong working relationships across the Education and Students Division, Schools and other University areas, including the University's executive assistant and executive officer networks.
- Coordinate and monitor divisional and executive actions, projects and priority matters, providing progress updates and escalating risks, delays or emerging issues to the Director, Operations and the Senior Deputy Vice-Chancellor as appropriate.
- Undertake research, information gathering and initial drafting to support executive consideration of policy, governance and operational matters.
- Maintain accurate, secure and accessible records in line with University records-management, privacy and confidentiality requirements.
- Contribute to continuous improvement of Office systems, processes and service standards, and undertake other duties consistent with the classification and requirements of the role.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Relevant vocational/tertiary training and/or equivalent extensive experience in supporting a senior executive in a complex/multidisciplinary high volume work environment.
2. Demonstrated ability to maintain discretion, diplomacy, and a high level of confidentiality together with highly developed organisational and time management skills with proven ability 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.
3. Excellent interpersonal and oral communication skills with the ability to follow established protocol with professionalism and to establish effective working relationships with staff at all levels.
4. Well-developed written communication skills encompassing the ability to write, proofread and provide editorial advice on a wide range of documents, with a high level of computer literacy skills, including demonstrated experience in word processing, spreadsheets, presentations, and database management.
5. Demonstrated high level of analytical problem-solving skills with proven ability of exercising initiative and make decisions towards the achievement of effective outcomes with minimal supervision.
6. Ability to interpret, develop and apply policies and procedures efficiently and effectively to workplace operations, including the ability to ensure staff adhere to and understand.
7. Proven ability work as part of a team, meet deadlines and complete duties under minimal supervision with demonstrated ability to always maintain confidentiality.

KEY RELATIONSHIPS

This position reports to: Director Operations
Supervisory responsibilities: None
Key Stakeholders:

- Senior Deputy Vice-Chancellor Education and Students
- Director Operations
- Staff within the remit of the Senior Deputy Vice-Chancellor
- University Executive and Executive Assistants
- Committees chaired by the Senior Deputy Vice-Chancellor
- External stakeholders, including government, education, industry and community representatives

CHALLENGES

- The role requires managing a complex and fast-paced executive environment, often juggling competing deadlines, sensitive communications, and high-level operational tasks while ensuring the Senior Deputy Vice-Chancellor strategic objectives are met.
- Balancing responsiveness and access with the need to protect executive time, maintain confidentiality and apply appropriate judgement and protocol.
- As the first point of contact for internal and external stakeholders, the Senior Executive Assistant must consistently uphold discretion and professionalism, navigating sensitive matters and representing the Office with integrity and precision.
- Maintaining strong relationships across a large and diverse University while ensuring consistent follow-up and clear accountability for actions.

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: HR Partner
Date: 27 October 2026