POSITION DESCRIPTION

Executive Assistant and Project Officer



WESTERN SYDNEY UNIVERSITY

POSITION DETAILS

Position Title	Executive Assistant and Project Officer
Classification	Level 6
Position Number	7011594
School/Office	Whitlam Institute
Division	Faculty of Social Science, Arts, Business, Education and Law (SABEL)

POSITION PURPOSE

The Executive Assistant and Project Officer provides high-level executive and project support to the Director and Manager of the Whitlam Institute. The role supports the delivery of key initiatives across the Whitlam Institute's profile, including events coordination, records management, and the documentation and administration associated with donations to the Whitlam Prime Ministerial Collection.

The position provides administrative and governance support to the Whitlam Board, including coordination of quarterly Board meetings and, where required, support for Whitlam Institute event attendance arrangements. The Executive Assistant facilitates effective working relationships across the Whitlam Institute leadership group, Board Members, and key stakeholders within the University and the broader public. This is achieved through proactive engagement and the effective use of the Institute's Customer Relationship Management system.

KEY ACCOUNTABILITIES

1. **Provide** high-level executive, secretariat and administrative support to the Director, including diary and email management, travel coordination, corporate credit card acquittal, secretarial support, and project officer support for ongoing initiatives across the Whitlam Institute.
2. **Provide** secretariat support for Whitlam Board governance, including preparation and consolidation of agendas and Board papers, maintenance of Board membership and attendance records, collation and distribution of papers using specialist software (Diligent), coordination of Board meetings and events, and liaison and collaboration with the Office of Governance Services.
3. **Ensure** timely, accurate and confidential management of documents, records and information, including correspondence, briefing papers and minutes, in accordance with University records, privacy and information governance requirements.

4. **Maintain** accurate contact, engagement and stakeholder records through effective use of the Whitlam Institute's Customer Relationship Management system, ensuring data integrity, compliance, and alignment with reporting and engagement needs.
5. **Provide** operational and administrative support for Whitlam Institute activities, including backfill support for the Visitors' Centre, assistance with the preparation and administration of Whitlam Collection donation agreements in collaboration with the Archivist, and support to Whitlam Institute Manager and other staff in coordination of exhibitions and events.
6. **Provide** administrative and logistical support for Whitlam Institute events, including preparation of invitation and guest lists, events coordination, including of registrations and guests attendance (managed via Humanitix), liaison with suppliers, and some guests travel arrangements.
7. **Perform** other duties as required and ensure compliance with all relevant University policies, procedures and governance frameworks in the delivery of duties.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Appropriate tertiary qualifications in a relevant discipline or an equivalent combination of training and management experience in a large and complex organisation.
2. Highly developed organisational, project and time management skills within a high-volume work environment, with the ability to manage competing priorities and unexpected events.
3. Demonstrated experience supporting senior executives and high-level committees, with a proven ability to manage confidential information appropriately and exercise judgement in accordance with governance and policy requirements.
4. Well-developed written communication skills encompassing the ability to write and proofread a wide range of documents including executive-level reports and to communicate relevant information and policy.
5. Demonstrated experience in records management, including maintaining contact records within a database environment, and of actively updating records.
6. Demonstrated high level interpersonal and oral communication skills, 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 exercise initiative and make decisions towards the achievement of effective outcomes.
8. A current NSW Employee Working with Children clearance in accordance with the NSW Child Protection (Working with Children) Act 2012 is mandatory.

KEY RELATIONSHIPS

- **This position reports to**: Whitlam Institute Manager
- **This position supervises**: n/a
- **Key internal relationships**:
    - Whitlam Institute Director
    - Whitlam Institute Manger
    - Whitlam Institute Staff
    - Whitlam Institute Fellows and Volunteers
- Senior staff within Western Sydney University, including, VC, Executive Deans, HR, Finance, IT, and OEC.

Key external relationships:

- Persons or organisations seeking access to the Director
- Members of the Whitlam Board
- Key contacts for the Institute including Government representatives and donors
- Partner organisations

CHALLENGES

- Multi-task and manage ongoing requests by the Director and Whitlam Institute staff.
- Exercise discretion and confidentiality when handling sensitive matters on behalf of the Director.
- Manage complex tasks and competing deadlines, this will require the use of creative thinking.
- Demonstrate initiative, judgement proactive problem solving and decision-making skills in handling enquiries made by the public and university community.
- Acquire a detailed knowledge of the Institute and the university policies and the interrelationships between a range of policies and activities, including the ability to interpret and relate policies to work tasks
- Work autonomously within the broad guidelines of the position.

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: People and Culture Partner
Date: 13 October 2026