

# POSITION DESCRIPTION

## Executive Assistant



### POSITION DETAILS

Position Title	Executive Assistant
Classification	HEW Level 6
Position Number	Various
School/Office	Faculty
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, coordination of communication and administrative support for projects.

This role forms part of the broader professional staff Faculty team, and as such may be required to collaborate and support across multiple schools, and other teams within the Faculty as needed.

### KEY ACCOUNTABILITIES

#### 1. Executive Support

- Provide high level administrative support to the Dean as directed including confidential diary/calendar management and email management reception coordination of meetings, and management of all travel and accommodation arrangements. .
- 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 and other materials are prepared and distributed as required.
- Ensure a high degree of confidentiality, professionalism and diplomacy are applied to all aspects of the role.
- Assist with preparing and distributing School communications and documents, as requested.

## 2. Project Support

- Provide administrative and logistical support for projects within the Dean's unit, including collating information, preparing standard reports and assisting with presentations as directed.
- Undertake ad hoc administrative projects aligned with the Faculty/School.
- Assist in organising School events and forums, including coordinating logistics and preparing support materials.
- Develop a yearly planner for School events, as advised by the Dean

## 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 Faculty is safe and efficiently utilised.
- Maintain the Dean's unit's asset registers and assist with stocktakes and audits.
- Operational purchasing to support day-to-day Faculty executive requirements, within budget and in accordance with university procurement guidelines.
- Processing invoices relating to all the above.

## 4. Other Duties

- Undertake other associated duties (commensurate with the level of this position) as reasonably required from time to time.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Appropriate tertiary qualifications in a relevant discipline and/or an equivalent combination of training and experience in a large and complex organisation.
2. Proven experience within an executive setting 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 correspondence.
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. Strong problem-solving skills with the ability to interpret information, exercise initiative within established guidelines, and escalate matters appropriately.

## KEY RELATIONSHIPS

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

- **This position supervises:** Nil
- **Key internal relationships:**
  - Dean
  - Divisional, Faculty and School Executive Offices
  - Academic and professional staff within the School
  - Divisional areas including Finance, IT, Office of People and Operations
- **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's 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:**