

<b>Position Title</b>	Executive Support Officer
<b>Group/Portfolio</b>	School of Medicine and Dentistry, Griffith Health
<b>Classification</b>	HEW 6
<b>Position Number</b>	00061565
<b>Reports To</b>	School Manager
<b>Employment Type</b>	Full-time, Continuing
<b>Location</b>	Sunshine Coast Health Institute

## 1.0 Position Purpose

The Executive Support Officer will contribute to the efficient and effective operations of the School of Medicine and Dentistry through the provision of administrative and management support and project coordination. This will involve research, compilation of data and preparation of reports. The incumbent will work closely with the School Manager, Head of School and other members of the School Executive in support of the School's strategic and operational goals.

The primary focus of this role is to provide administrative and management oversight and support to the academic and professional staff team at the School's Sunshine Coast site.

## 2.0 Eligibility Requirements

- Relevant tertiary qualifications and subsequent relevant experience, or an equivalent combination of relevant skills, knowledge and experience.

## 3.0 Key Responsibilities

- Provide high level administrative, and management support, including managing day to day operations where required, and support the development and implementation of Operational and Strategic Plans.
- Provide project coordination of small-scale projects within established deadlines.
- Undertake research, including the collation and analysis of data from internal data management systems and external sources, and draft complex correspondence, briefing/discussion papers, strategy and position papers and reports.
- Prepare advice and recommendations, and assist in decision making, related to projects and/or operational matters, and contribute to business process improvement and business development activities
- Support governance activities and processes, coordinate and provide high level support and policy advice to working parties/project teams, and coordination of outcome actions.
- Coordinate events, workshops etc, as required.
- Respond to, and manage more complex requests for information from, and of, the work area ensuring matters are managed expeditiously and appropriately.

- Support senior staff in maintaining effective working relationships within the university community and with external stakeholders, professional organisations and the community, as required, ensuring effective communication.
- Supervision of professional staff in area of portfolio responsibility.
- Assist academic and professional staff, as required, in the use of University enterprise systems (finance, HR, procurement etc).
- Coordinate/monitor relevant budgets and provide advice on budget expenditure.
- Oversee the recruitment, engagement and management of Simulated Patients in support of the medical program's learning and teaching requirements at the Sunshine Coast Health Institute.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the [Leads Self](#) section of our [Capability Development Framework](#).