

## Position Description – Executive Assistant

Updated July 2024

POSITION DETAILS	
College/Portfolio	Deputy Vice Chancellor (Students) Portfolio
Organisational Unit	Office of the Senior Deputy Vice-Chancellor
Supervisor (Title)	Executive Officer
Classification	Higher Education Officer Level 7
Employment Type	Continuing, full-time

POSITION SUMMARY
<p>Under broad supervision, the Executive Assistant is responsible for coordinating a range of complex administrative and organisational tasks and functions, for and on behalf of, the Senior Deputy Vice-Chancellor (SDVC).</p> <p>A key focus of the role is to provide tailored executive support for the Senior Deputy Vice-Chancellor to ensure efficient functioning of the individual by providing logistical organisation, administrative support and management of communication flow.</p> <p>The role requires initiative, forward thinking and the ability to work in an autonomous fashion. The incumbent will require strong interpersonal skills, building networks and strong relationships across the University, as well as the need to gain knowledge of the policies, practices, and protocols of the University.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> <li>demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred;</li> <li>contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;</li> <li>promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;</li> <li>perform their responsibilities in a manner which reflects and responds to continuous improvement; and</li> <li>familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies.</li> </ul> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>COVID-19 vaccination, in accordance with the Flinders University <a href="#">COVID-19 Vaccination Policy (2022)</a> is a condition of employment with the University. Any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

## KEY POSITION RESPONSIBILITIES

The Executive Assistant will be accountable for:

1. Providing tailored executive assistance to the Senior Deputy Vice-Chancellor in a timely and effective manner, including but not limited to:
  - extensive email and calendar management;
  - complex travel arrangements;
  - human resource and financial administration;
  - meeting organisation, ensuring the SDVC is well prepared with information, paperwork and associated documentation relating to meeting attendances; and that meeting rooms are set up appropriately;
  - coordinating information flow within the Portfolio;
  - researching, preparing, editing and distributing professional-standard written material, including correspondence, proposals, reports and presentations;
  - assisting organising a range of events, conferences, functions and special events on behalf of the Portfolio.
2. Coordinating incoming and outgoing communication on behalf of the Senior Deputy Vice-Chancellor ensuring matters are progressed and resolved in a timely and efficient manner and in accordance with relevant University policies, practices and protocols including:
  - responding to enquiries by progressing directly, by referral or managing autonomously where appropriate;
  - initiating communication;
  - investigating, analysing and risk assessing information followed by providing advice and recommendations on high level matters;
  - managing highly confidential and interpreting politically sensitive material;
  - coordinating the progress of matters, tracking responses and initiating follow-up action; and
  - ensuring that all records are maintained and up-to-date.
3. Liaising with senior staff in order to assist with the preparation and compilation of diverse and complex reports, presentations and management papers, through the provision of background material and/or assisting with drafts as required.
4. Undertaking research and analysis across a broad range of issues and providing briefings and reporting to the Portfolio Leadership Team in relation to active and planned initiatives.
5. Provide communication and organisational support for external relationships relevant to executive/senior leadership.
6. Adopting a high-quality and consistent approach, utilising University systems, tools and processes to optimise delivery of agreed outcomes, contributing to the development and improvement of administrative systems, processes and practices operational requirements that support the operations of the Portfolio leadership team.
7. Providing executive support for staff meetings and committees and/or working parties when required. This includes scheduling, managing diaries, preparing agendas, taking minutes and undertaking follow up work as required.
8. Working with the Executive Officer and Portfolio Support Officers as part of a broader team supporting the SDVC and DVCS Leadership.
9. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

### KEY POSITION CAPABILITIES

- Relevant experience and/or education and/or training in providing executive support.
- Well-developed to high-level written communication skills with capacity to prepare correspondence, agendas, minutes, briefs and other documents and respond to enquiries autonomously.
- Strong, effective and diplomatic interpersonal and oral communication skills and the ability to relate to a wide range of staff at all levels.
- Demonstrated experience in the provision of high-level administrative services, including an ability to use judgement, initiative and confidentiality to ensure high-level support for the activities of Senior Management.
- Demonstrated ability to exercise independent judgement within broad guidelines, take initiative, be flexible and adaptable.
- Demonstrated experience assisting organising and administering events or functions.
- Demonstrated commitment to high quality outcomes, including an attention to detail, the ability to collate and analyse information from a wide range of sources, and an ability to relate tasks to the wider context and assist with or prepare and compile briefing papers, proposals, presentations and background documents.
- Demonstrated experience in organising and administering events or functions.
- Significant to high level problem-solving capabilities and the ability to work with broad supervision to determine and prioritise tasks and meet deadlines.
- General to Broad knowledge of contemporary administrative systems, software and practices, and experience in interpreting and applying a range of relevant policies and procedures within a large and complex organisation.