

## Position Description – *Senior Executive Officer*

Updated 11 November 2024

### POSITION DETAILS

Portfolio	Corporate Services
Organisational Unit	Office of the Vice-President (Corporate Services)
Supervisor	Vice-President (Corporate Services)
Classification	Higher Education Officer Level 9
Employment Type	Continuing, full-time

### POSITION SUMMARY

Under broad to generally unguided direction, the Senior Executive Officer provides high-level strategic advice, analysis and support to the Vice-President Corporate Services and Corporate Services portfolio in addition to leadership to a small team of Portfolio operations support staff.

The Vice-President Corporate Services is responsible for the overall leadership, management and strategic direction of the University's financial, human, property and commercial services, as well as internal audit, risk management and sustainability. This position is an important interface between the Vice-President Corporate Services, wider Corporate Services portfolio, broader University and external community, and requires regular professional engagement with a diverse range of stakeholders.

The incumbent is expected to succeed in a large, complex work environment through providing service excellence and actively providing high-level to advanced coordination and strategic support of priority projects and initiatives of the College/Portfolio.

### UNIVERSITY EXPECTATIONS AND VALUES

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:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order 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;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

*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.*

*Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID-19 in line with the SA Health policy.*

## KEY POSITION RESPONSIBILITIES

The Senior Executive Officer works directly with the Vice-President (Corporate Services) and is accountable for:

1. Drafting correspondence, reports, presentations, submissions and customer responses on behalf of the Vice-President Corporate Services and the Corporate Services portfolio, including responses to complex requests to both internal and external parties, performance metrics and deliverables.
2. Undertaking advanced research, data analysis and predictive modelling across a range of issues to provide critical comment and make associated recommendations in support of the administrative and academic work of the University. This includes:
  - identification of the business or sector issue, and implementation of an appropriate solution;
  - utilisation of existing data and exploration of new sources of data;
  - sourcing, extracting, integrating, manipulating and structuring of appropriate and relevant data;
  - quantitative and qualitative analysis of survey data including recommendations that shape and inform important University strategy; and
  - analysis of key stakeholder groups and systems that relate to the administrative and academic work of the University and inform key decision making.
3. Managing and leading a team of service-oriented professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver high quality services.
4. Leading high-level project coordination with multiple stakeholders across a range of projects across the university.
5. Assisting the Vice-President Corporate Services and Corporate Services leadership with the collation and preparation and of diverse and complex reports, presentations and management papers, through the provision of background material as required.
6. Providing high-level executive support to committees and working groups, including secretariat support to emergency and incident management. This may include occasional urgent and/or out of hours work.
7. Building positive and influential strategic working relationships with the Senior Executive and other staff in the division, Vice-Chancellor's Office, Colleges, Research Institutes and Centres.
8. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- A postgraduate qualification and relevant experience, or equivalent combination of experience and/or education and/or training.
- High-level oral and written communication skills, with a demonstrated report writing ability.
- High-level analytical and research skills, proficiency in the use of contemporary tools to analyse data sets, and the ability to integrate data.
- High-level interpersonal skills including the ability to cooperate and communicate effectively with people at all levels, both internal and external to the University.
- Exceptional organisational skills including the ability to work autonomously, exercise initiative, establish priorities and manage complex tasks to completion within tight timeframes.
- Demonstrated experience in survey methodology or the analysis of surveys.
- Demonstrated experience with the strategic and performance management reporting processes of an organisation.
- Demonstrated experience in, and detailed knowledge of practices related to researching, preparing, analysing, developing and implementing strategies, policies and procedures relevant to higher education.
- Proven ability in leading teams in the delivery of meeting and event preparation.
- Demonstrated experience in leading and motivating a team of service-oriented professionals to deliver high quality services.
- Demonstrated ability to exercise independent judgement within broad guidelines, take initiative and be flexible.
- Proven ability to collate and distil information from a wide range of sources and assist with or prepare and compile briefing papers, proposals, presentations and background documents.