



POSITION DESCRIPTION

Vice-Chancellor's Office
Chancellery

Executive Support Officer – Office of the Vice-Chancellor

POSITION NO	0015023
CLASSIFICATION	PSC 6
SALARY	\$77,207 - \$83,573 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed-term) position available for 12 months Fixed term contract type: Replacement staff member
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Amanda Currie Tel +61 3 9035 8836 Email acurrie@unimelb.edu.au

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Vice-Chancellor is the chief executive officer of the University. The Vice-Chancellor leads the development of University strategy, as well as the pursuit of strategic goals and major new initiatives with the University community and its stakeholders. The Vice-Chancellor is also responsible for the generation of revenue, management of people, assets and finances and representing the University (nationally and internationally) to governments, partner universities, potential and past students, funding bodies and the wider community. Led by the Director and Chief of Staff, the Office of the Vice-Chancellor supports the Vice-Chancellor in the daily exercise of his/her duties.

The Executive Support Officer will assist with the smooth operation of the Vice-Chancellor's Office by supporting the Executive Assistant and Manager, Liaison and Protocol to provide outstanding administrative and executive support services to the Vice-Chancellor and Director and Chief of Staff.

The Executive Support Officer works as part of the Office of the Vice-Chancellor team, flexibly contributing to team based tasks. The Executive Support Officer is expected to exercise a high level of confidentiality whilst undertaking a number of concurrent tasks, demonstrating excellent organisational, prioritisation and time management skills.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A degree with relevant work experience, or an equivalent combination of relevant experience and/or education/training
- ▶ Experience in the provision of a range of administrative support to senior staff with a capacity to exercise sound judgment, diplomacy and discretion and to maintain confidentiality
- ▶ Excellent oral and written communication and interpersonal skills including the ability to present written information clearly, to work collaboratively and effectively in a team based environment and interact effectively with stakeholders at all levels
- ▶ Ability to adapt to changing circumstances and to effectively manage competing deadlines and priorities
- ▶ Excellent attention to detail and ability to deliver work of a high standard
- ▶ Ability to assume the role of Executive Assistant in periods of EA's absence
- ▶ High level computer skills, including Outlook, Microsoft Word, Excel and PowerPoint, IPAD and the ability to learn business enterprise systems quickly
- ▶ Proficiency in Dictaphone typing

2. Special Requirements

- ▶ Willingness and flexibility to work outside of normal University hours, with an anticipated start of 8.00 am

3. Key Responsibilities

- ▶ Providing support to the Executive Assistant with the management of the Vice-Chancellor's calendar, ensuring follow ups occur and priorities are met
- ▶ Forward planning of diary, scheduling and confirming meetings, room bookings, co-ordinating multiple stakeholders (internal and external) and catering
- ▶ Managing the Vice-Chancellor's invitations calendar, including sending appropriate apologies
- ▶ Electronically preparing and uploading Vice-Chancellor's meeting papers to IPAD, ensuring they are available at least one day in advance
- ▶ Managing the Director and Chief of Staff's diary by arranging, co-ordinating and confirming appointments and meetings and the preparation and provision of appropriate documentation to assist with these
- ▶ Supporting the Manager, Liaison and Protocol with co-ordinating arrangements for the Vice-Chancellor's and Acting Vice-Chancellor's engagements and events
- ▶ Develop and maintain strong and effective relationships with internal and external stakeholders to ensure high quality and timely service delivery
- ▶ Manage administrative tasks including arranging travel itineraries, expense management, conference registrations and travel in line with University policies and procedures
- ▶ Provision of financial support for the Vice-Chancellor's immediate office comprising the Vice-Chancellor, Director and Chief of Staff, Manager, Liaison and Protocol and Executive Assistant including processing of invoices, reconciling and coding credit card transactions
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Executive Support Officer receives broad direction from the Executive Assistant and reports to the Manager, Liaison and Protocol. The Executive Support Officer is expected to work independently, to be proactive and demonstrate initiative and work collaboratively with key staff across the University to undertake activities as required.

4.2 PROBLEM SOLVING AND JUDGEMENT

The Executive Support Officer will frequently liaise with key internal and external stakeholders and requires the ability to handle all matters in a diplomatic, tactful and discrete manner, applying sound judgment and common sense in dealing with and responding to inquiries. Excellent problem solving skills and a logical, process-based approach to information and diary management is required.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Executive Support Officer will be required to develop an excellent understanding of the University, its strategy, policies and procedures and a high level of understanding of issues being dealt with by the Vice-Chancellor.

4.4 RESOURCE MANAGEMENT

The Executive Support Officer is responsible for efficient time management and effective use of work resources without compromising on quality and is responsible for ensuring compliance and managing credit card expenditure for the Vice-Chancellor, Manager, Liaison and Protocol, Executive Assistant.

4.5 BREADTH OF THE POSITION

This position interacts with a wide range of stakeholders both internal and external to the University.

5. Other Information

5.1 OFFICE OF THE VICE-CHANCELLOR

The Office is led by the Chief-of-Staff and Director, who reports directly to the Vice-Chancellor. The Office supports the Vice-Chancellor to exercise his or her day-to-day University management responsibilities as well as his or her role in public and thought leadership.

5.2 CHANCELLERY

The Office of the Vice-Chancellor is part of the Chancellery division. The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- ▶ delivering strategic leadership
- ▶ allocating capital according to strategic priorities
- ▶ developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ▶ ensuring identity or brand is consistent with strategic intent and purpose, and

- ▶ overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the

fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia’s ‘place’ in the Asia-Pacific region and the world, and on our ‘purpose’ or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the ‘convergence revolution’ of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.