

## Position Description

### Executive Assistant

**Created:** September 2020

**Reports to:** Chief Executive Officer

**Level of supervision:** As directed but with day to day independence

**Position type:** Part-time, 0.8 FTE. Two-years fixed term contract.

**Level:** 3.1

#### Position purpose

The objective of this position is to provide high level executive administrative support to the Chief Executive Officer (CEO) through the adoption of best practice meeting management and administrative workflows within GSA and in collaboration with the GSA Board and other GSA managers.

#### Main tasks

##### CEO and Board Support

- Provide a range of high level executive administrative and secretariat support functions to the CEO including: organise meetings, prepare agendas and take minutes of meetings as directed; prepare briefing materials, reports, correspondence and other documentation accurately and in a timely and consistent format; and to accurately manage the diary and events calendar.
- Exercise initiative and judgment with the preparation, collation and dissemination of relevant executive and management documents including internal reporting.
- Filing systems – develop and maintain best practice hardcopy/electronic filing systems for the Office of the CEO and monitor the quality and consistency of soft copy filing using the file naming policy.
- Prepare all relevant documentation for all CEO meetings each week and schedule any additional meetings as requested.
- Write letters or correspondence as requested.
- Coordinate all Board activities/meetings in consultation with the CEO.
- Assist and coordinate all GSA Representative and Faculty meetings and provide the relevant documentation/resources to support their work.

##### Executive Support (Senior Management Team)

- Assist the CEO and the Senior Management Team to document/record strategic planning, team planning and other business planning processes, by consulting and coordinating to formulate agendas, briefing notes and monitor plans.
- Attend all Senior Management Team meetings and manage workflows and actions, focusing on priority tasks and managing timelines.
- Coordinate reports for Boards and ensure briefing notes are developed for major projects as per the CEO's guidance.
- Assist the CEO and Senior Managers to update the risk management and compliance registers.
- Assist the CEO/GSA Board members to maintain and develop key stakeholder lists.

- Assist the CEO and Manager of Business Operations to meet funding agreements, submissions, and other contractual requirements and prepare regular briefings for Board meetings.
- Provide information and develop relationships with managers and other support staff to ensure GSA Board and other student council positions are informed and supported to address emerging issues.
- Identify and appropriately escalate relevant issues and delegate tasks on behalf of the CEO, having regard to interrelationships of key internal and external stakeholders and service delivery objectives.
- Perform other duties as directed in keeping with the role.

### Judgement and problem solving

This position is an administrative support role whereby the Executive Assistant will need to manage their own time and work commitments, while also supporting the Chief Executive officer in ensuring that GSA Board decisions are carried out and that GSA Board receives the appropriate advice when making those decisions. An ability to provide factual advice is necessary, which requires proficiency in the work systems and policies of GSA.

### Key Selection Criteria

- High level administrative and organisational skills, including the ability to meet deadlines under pressure while ensuring accuracy and quality.
- High level communication and negotiation skills, including the ability to communicate verbally and in writing in a clear and concise manner.
- Proven ability to work effectively in a team and apply strong initiative and personal judgment to solving problems with minimal supervision.
- Demonstrated interpersonal skills including tact and diplomacy, the ability to maintain confidentiality and the ability to liaise effectively with a wide range of people on complex and sensitive issues.
- A demonstrated commitment to the highest levels of service.

### Essential

Relevant tertiary qualification in business administration or equivalent experience.

### Desirable

Demonstrated knowledge or capacity to quickly acquire skills in Microsoft suite applications, including but not limited to Word, Outlook and Excel.

*Please note: This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of an Executive Assistant.*



**Executive Assistant**

**Position Description**

Last updated January 2021

[gsa.unimelb.edu.au](http://gsa.unimelb.edu.au)

**Acknowledgement**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY**

.....  
Employee

.....  
Date

**SIGNED ON BEHALF OF THE ASSOCIATION**

.....  
Manager

.....  
Date