



## Position Description

<b>Position Title:</b> Executive Assistant	<b>Classification:</b> Bond Level 3
<b>Faculty/School/Office:</b> Faculty of Law	<b>Date Position Classified/Updated:</b> March 2024

### Purpose of the Position:

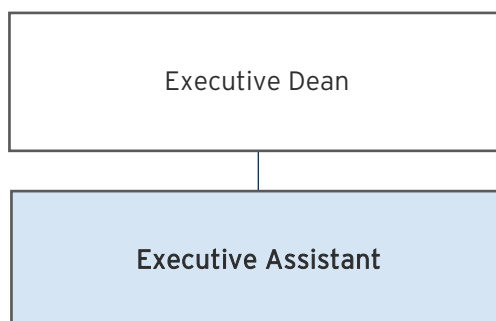
The Executive Assistant provides high level and comprehensive secretarial, administrative and business operations support to the Executive Dean, Deputy Dean and Faculty Business Director.

The incumbent is required to have established professional judgment skills and the ability to be an effective public interface for the Faculty and University. Operating with a high degree of independence in a fast-paced environment, the Executive Assistant is required to be exceedingly well organised, flexible, proactive, resourceful and sensitive to the required level of discretion in handling confidential information and dealing with internal and external stakeholders.

The incumbent is responsible for maintaining an efficient and well organised Executive Office and providing business support in an environment where confidentiality, responsiveness and flexibility are essential while using initiative and judgment to attend to matters during the Executive's absence as authorised and ensuring the maintenance of the smooth running of the office.

### Reporting Relationship:

This position reports to the Executive Dean:



**Selection Criteria:**

- Relevant qualifications and/or extensive experience in a similar position.
- Superior organisational ability and experience in providing administrative support to a senior executive, including the ability to prioritise and manage a complex array of commitments, maximising time management to achieve optimal output, often working under pressure with competing deadlines and priorities.
- Strong interpersonal skills and well-developed communication skills which foster collaborative relationships with others, promote team cohesion and establish a positive and professional image of the Faculty to internal and external stakeholders.
- Established professional judgment skills, including the ability to resolve emergent issues with a high degree of discretion, confidentiality and independence, exercise initiative and manage multiple issues concurrently.
- Ability to provide secretariat services to committees, draft operational reports, support grant applications, enter and review data with a high level of accuracy.
- Ability to review and draft routine correspondence on behalf of the Executive, for all faculty matters with a high level of discretion, confidentiality and personal tact needs to be applied in the management of sensitive issues.
- Demonstrated advanced proficiency in using information technology, especially the Microsoft Office suite, email and internet and electronic diaries.

**Desirable Criteria:**

- Previous experience in a tertiary education and/or law school/firm environment.
- Demonstrated experience in reviewing and improving administrative processes.
- Well-developed business skills.

Competency	Responsibility	Performance Indicators
<b>Executive Support</b>	<ul style="list-style-type: none"> <li>• Maintain an efficient and well organised Executive office where confidentiality, responsiveness and flexibility are essential.</li> <li>• Manage the Executive Dean and Faculty Business Director's appointment diaries to accommodate meetings both on and off campus, tasks, follow-up systems and service meeting preparation.</li> <li>• Resolve emergent issues with a high degree of discretion and independence.</li> <li>• Assess incoming correspondence and communication, prepare draft responses, collate background information and refer to relevant staff for action or advice.</li> <li>• Collate background material, preparing draft responses and referring to relevant staff for action and/or advice.</li> <li>• Maintain the Faculty Executive filing system.</li> <li>• Organise and provide administrative support, including the circulation of appropriate documentation, minute-taking and follow-up action.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to applying relevant and applicable policies, procedures and legislation in the day to day performance of the functions of this position.</li> <li>• Prioritise and manage a complex arrangement of commitments, maximising time management to achieve optimal output.</li> <li>• All correspondence is efficiently screened, prioritised and either re-directed or appropriate response drafted.</li> <li>• Responsible for maintaining an up to date Faculty Corporate Filing System which enables efficient tracking and access to documents and contract both electronically and in hard copy.</li> <li>• Agenda and minutes prepared in a timely, accurate manner including follow up of action items. Efficient electronic and paper record management implemented for all committee work.</li> <li>• High quality and accuracy of completion</li> </ul>

	<ul style="list-style-type: none"> <li>• Draft reports, presentations and provide any data entry/review required</li> <li>• Organise local, domestic, international travel and accommodation arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all necessary leave, insurance and financial paperwork is actioned prior to departure.</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>• Perform procurement and financial processing, including corporate credit card acquittals and expense claims for domestic and international travel, purchase of equipment, raise purchase orders and coordinate such requirements with appropriate University elements.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage corporate credit card effectively. Reconcile credit cards promptly when statement is received from central Finance.</li> <li>• Process transactions in accordance with relevant University policy and procedures within a timely manner.</li> </ul>
<b>Internal and External Relations</b>	<ul style="list-style-type: none"> <li>• Liaise with internal and external stakeholders regarding the activities of the Executive Dean and Faculty Executive, ensuring that a professional image is promoted at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a high level of professionalism when dealing with visitors, students, staff and general public.</li> <li>• Capacity to operate within a tertiary environment with the ability to engage, involve and understand external influences and views that impact upon the tertiary education sector.</li> </ul>
<b>Event Management</b>	<ul style="list-style-type: none"> <li>• Manage functions hosted by the Executive Dean and Faculty Executive in consultation with other Faculty staff.</li> <li>• Maintenance of Faculty Executive contact database to ensure key contacts and networks are maintained and up to date.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the efficient and effective management of functions on behalf of the Executive Dean and Faculty Executive.</li> <li>• Coordinate organization and preparation of materials for special projects / workshops / meetings and interview.</li> <li>• Responsible for the development and maintenance of a comprehensive contact list on behalf of the Executive.</li> </ul>
<b>Understanding of Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.</li> <li>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</li> </ul>	
<b>Understanding of Cultural Sensitivity</b>	<ul style="list-style-type: none"> <li>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</li> </ul>	
<b>Understanding of WHS Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.</li> <li>• All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.</li> <li>• Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).</li> </ul>	

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.