



## Position Description

<b>Position Title:</b> Executive Assistant (Office of the Dean)	<b>Classification:</b> Bond Level 3
<b>Faculty/School/Office:</b> Faculty of Society and Design	<b>Date Position Classified/Updated:</b> June 2024

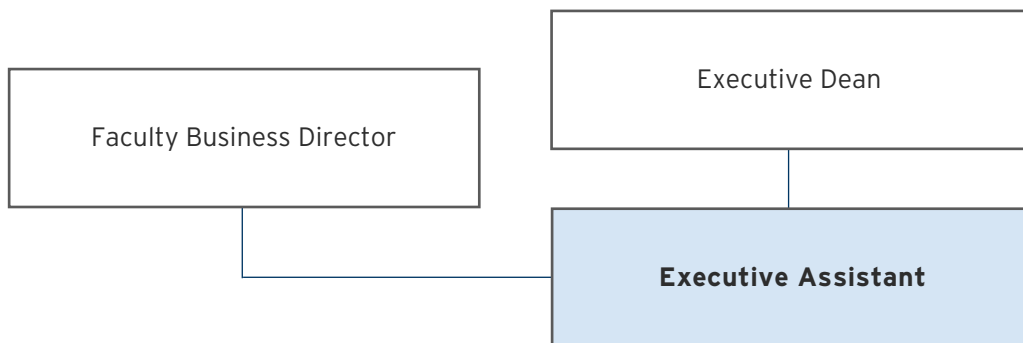
### Purpose of the Position:

The Executive Assistant will provide a high level of both administrative and operational support to the Dean and Faculty Business Director.

The role will be responsible for ensuring that the communication channels to the Dean's office are clear and concise and appropriately managed. The incumbent will be responsible for the integrity of information out of the Dean's office including the confidentiality of information, prioritising multiple tasks, ensuring they are managed in a systematic way and will keep up with issues and other initiatives in the Faculty and University which may affect the functions of the role or the Dean's office.

### Reporting Relationship:

This position reports operationally to both the Dean and the Faculty Business Director, and professionally to the Faculty Business Director.



**Selection Criteria:**

- Post-secondary qualifications and/or at least 5 years executive secretary/assistant experience.
- Superior organisational ability and experience in providing administrative support to senior management
- Proficiency with a suite of office administration skills which includes excellent IT skills especially Word, PowerPoint, spread sheets, databases, email, Internet and electronic diaries
- Ability to represent the Dean with tact and discretion and handle sensitive or difficult situations diplomatically
- Proven ability to exercise independent judgment and personal initiative to constructively solve problems and make effective decisions, knowledge of policy and procedures, relevant events and strategic priorities.
- Highly developed communication and interpersonal skills which foster collaborative relationships with others, promote team cohesion and establish a positive image of the Faculty to internal and external stakeholders
- Excellent interpersonal and communication skills that facilitate effective and professional communication with persons from varied cultural backgrounds and perspectives
- Excellent writing , transcription , editing and proofreading skills and attention to detail
- High level of organisational and administrative skills, demonstrated by the ability to work with competing deadlines and managing workload priorities
- Personal qualities of tact, discretion and confidentiality in the management of sensitive issues
- Customer service focussed
- Focus on continuous improvement

Competency	Responsibility
<b>Executive Support</b>	<ul style="list-style-type: none"> <li>• This position will be required to work independently and responsibility and make decisions regarding specific and general aspects of the day to day administrative needs of the Dean and FBD, and ensure the smooth functioning of the office by:               <ul style="list-style-type: none"> <li>○ Providing high level administrative support to the Dean and FBD</li> <li>○ Following up on any urgent business on behalf of the Dean and FBD in their absence</li> <li>○ Reviewing and actioning all incoming and outgoing correspondence</li> <li>○ Writing and typing of correspondence</li> <li>○ Managing electronic diaries and arranging meetings and appointments</li> <li>○ Establishing and maintaining a reference list and personal contacts</li> <li>○ Manage travel arrangements as required</li> </ul> </li> <li>• In consultation with the Dean and FBD, organise Faculty and Executive meetings, plan agenda items and act as secretariat.</li> <li>• Coordinate the information flow to and from the relevant academic and administrative areas.</li> <li>• Maintain confidentiality of discreet and sensitive information as required.</li> <li>• Review the Faculty's register of approved policies on a semesterly basis against University policies to ensure congruence.</li> <li>• General administrative duties including key management, door signs etc.</li> <li>• Any other special projects as required.</li> </ul>
<b>Executive Dean's Events</b>	<ul style="list-style-type: none"> <li>• Organise the following events (including but not limited to):               <ul style="list-style-type: none"> <li>○ Faculty Christmas party</li> <li>○ Dean's functions including staff meetings, drinks, networking events, Melbourne Cup etc</li> <li>○ Dean's welcome - student orientation</li> <li>○ Staff orientation</li> <li>○ Faculty/academic seminars and other L&amp;T functions</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Psychology poster session</li> <li>○ Other events as required by the Dean or FBD</li> </ul>
<b>Executive Filing</b>	<ul style="list-style-type: none"> <li>• Responsible for ensuring all paper-based and electronic files are up to date and accurate.</li> </ul>
<b>External Relations</b>	<ul style="list-style-type: none"> <li>• Represent the Faculty at relevant functions including pre-graduation, Dean's awards, welcome functions etc and provide support when necessary.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Develop and maintain a relationship with the Dean, Associate Deans and FBD along with other academic and administrative staff in the Faculty.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Identify processes to improve the services within Faculty.</li> <li>• Contribute to the ongoing review, development and implementation of changes to improve the productivity and efficiency of the Faculty.</li> <li>• Ensure actions and interactions are consistent with the Faculty and University objectives.</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> <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.