



Position Description

Position Title: Executive Assistant	Classification: Bond Level 4
Faculty/School/Office: Office of the Provost	Date Position Classified/Updated: May 2024

Purpose of the Position:

The Executive Assistant is a challenging and rewarding role that ensures the highest quality and effective delivery of administration, reporting, writing, communications, events, and executive engagement functions for the Office of the Provost. The role provides high level advice, coordination, and support to academic and professional staff in the Office of the Provost and related Offices. It also has a critical role in effective engagement with the highest level internal and external partners.

The Executive Assistant is responsible for working in partnership with Faculty and University divisions, including offices of the University Executive team, to meet set objectives within agreed timeframes, and to ensure these services are efficient and effective and aligned with the University's policies and strategic goals. The Executive Assistance is expected to develop and maintain excellent relationships with all stakeholders and will effectively liaise, collaborate, and negotiate closely with academic staff, faculty staff and university departments.

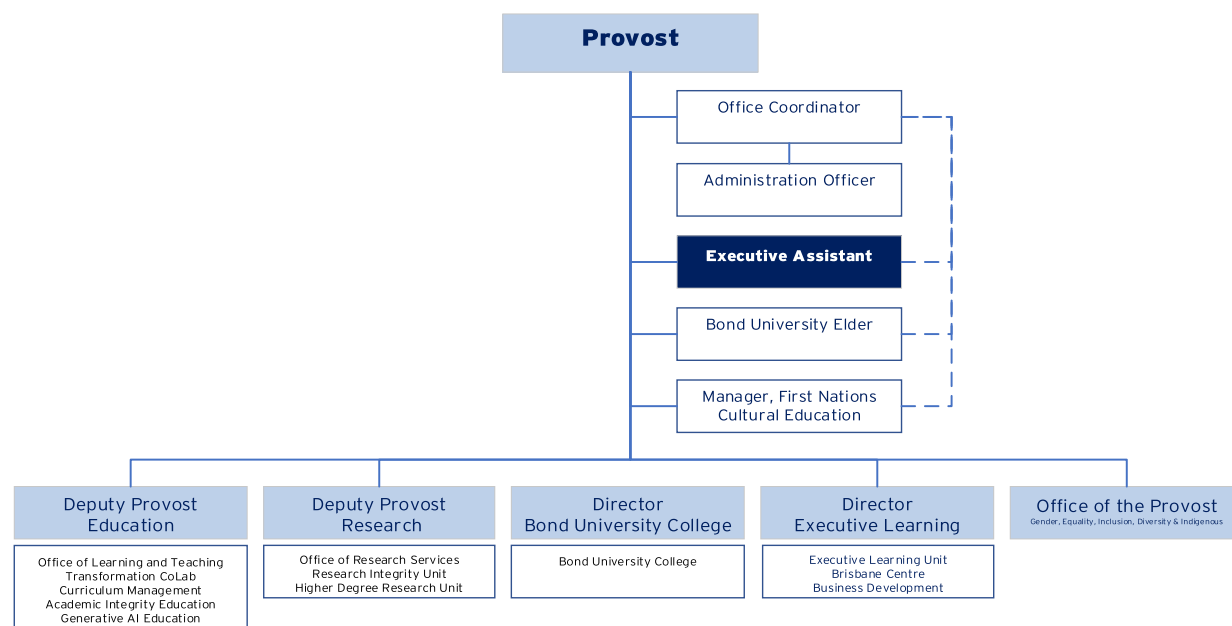
The role independently manages all operations for the Office of the Provost. Exceptional organisational, communication, writing and auditing skills are required to provide high level support to the Provost, Deputy Provost Education, Deputy Provost Research and the Office Coordinator in the delivery of complex documents including briefs, correspondence, contracts and policy development and review.

The candidate will be a natural organiser and people-person with ability to work within complex University and corporate systems and processes, and will assist in the development, negotiation, and delivery of resources to support high quality services, and be trusted in the delivery and maintenance of highly confidential executive communications.

The position requires expertise in the use of various types of software and technology and will ensure the expert delivery of support to the executive office and other staff working within the area.

Reporting Relationship:

This position reports to the Provost with their work overseen by the Office Coordinator.



Selection Criteria:

- Relevant educational qualifications, such as a bachelor's degree in business administration, or a related field, or equivalent work experience.
- Demonstrated experience in providing high-level executive and administrative support to senior executives, preferably in a University setting.
- Experience in coordinating and managing projects, events, and meetings, including logistics, travel, agendas, and follow-ups
- Proven ability to manage multiple tasks, prioritise workloads, and meet deadlines with a strong attention to detail.
- Exceptional verbal and written communication skills, with the ability to draft clear and concise correspondence, reports, and presentations.
- Strong sense of discretion and ability to handle confidential information with integrity and sensitivity.
- Excellent interpersonal skills, with the ability to build relationships and work effectively with diverse teams and stakeholders.
- Demonstrated good judgment and decision-making capabilities in high-pressure situations along with the ability to anticipate issues and proactively address them.
- Advanced proficiency using information technology, especially the Microsoft Office suite, email and internet and electronic diaries.

Competency	Responsibility
Executive Office and Stakeholder Management	• Provide high-level administrative support to the Provost, including handling correspondence, scheduling meetings, and calendar management in a confidential and efficient manner. • Anticipate the needs of senior executives and proactively address to ensure smooth operation of the Office of the Provost. • Seamless and independent management of executive office functions including communication, functions, briefs, contracts, stakeholder management and staff supervision.

	• Prepare and distribute agendas and materials for meetings, taking accurate meeting minutes and sharing agreed actions in a timely manner. • Handle and deliver on special projects and assignments as directed. • Monitor deadlines and priorities for the Office of the Provost to ensure timely completing of tasks and projects. • Remain informed on current university matters, industry trends and best practices to support senior executives effectively, ensuring the Provost is fully briefed and informed on all matters relating to the portfolio. • Independently manage and swiftly resolve emergent issues with a high degree of discretion keeping the Provost updated when required. • Act as a liaison between senior executives and internal/external stakeholders, managing the relationship in a positive and cooperative manner. • Act as a point of contact for internal and external enquiries, providing beneficial information, resources and assistance. Assessing incoming correspondence, collate information and referring to relevant area where required. • Contribute to the improvement of the Office of the Provost brand and reputation with external partners and community. • Maintain confidentiality and professionalism in all interactions with stakeholders, safeguarding sensitive information and fostering trust.
Financial Responsibilities	• Oversight and management of all financial transactions of the Office of the Provost, keeping the Office Coordinator informed of discrepancies. • Prepare and process financial documents, such as purchase orders, reimbursement requests, and vendor contracts. • Coordinate with the Finance Office to ensure accurate and timely processing of financial transactions. • Maintain confidentiality and integrity of financial information, adhering to company policies and regulatory requirements. • Assist in the preparation of annual budgets and financial forecasts, collaborating with senior executives where required.
Event Management	• Lead the planning and coordination of meetings, executive functions, conferences, and events, including arranging venues, catering, and logistics. • Work closely and collaborate with internal teams and external partners to ensure seamless coordination and executive of events. • Manage the event budget, ensuring expenses are confined to the allocated budget. • Negotiate contracts with vendors and suppliers to secure favourable terms and pricing for events. • Manage onsite event coordination including overseeing the set up and pack down of the event as well as addressing any issues or concerns that may arise during the event.
Administration	• Develop and maintain content and information for the external website and internal Intranet ensuring the content is up to date and relevant. • Support Human Resource Activities • Prepare and proofread documents, policies, reports, presentations, and other materials for senior executives. • Coordinate with other administrative staff to ensure smooth operations and consistency within the Office of the Provost • Collaborate with other departments and teams to facilitate cross-functional initiatives • Continuously seek opportunities and areas of improvement to streamline processes and improve efficiency with the Office of the Provost. • Assist in the onboarding of new staff members, including coordinating orientation, scheduling introduction meetings with key stakeholders and training sessions.

	• Proficient use of various types of software and technology to ensure expert delivery of support to the Office of the Provost. • Maintenance and stock take on the stationery and resources supplies for the Office of the Provost. • Responsible for the Office of the Provost daily activities such as delivery and collecting of mail, ensuring the kitchen is stocked and replenished and cleanliness of the area is maintained.
Understanding of Quality Assurance	• Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	• 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. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	• 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. • 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. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

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.