



## POSITION DESCRIPTION

<b>POSITION TITLE:</b> <b>Executive Assistant – Medical Program</b>	<b>CLASSIFICATION LEVEL:</b> <b>Bond Level 3</b>
<b>SCHOOL/OFFICE:</b> <b>HSM</b>	<b>DATE POSITION CLASSIFIED:</b> <b>January 2026</b>

### PURPOSE OF THE POSITION:

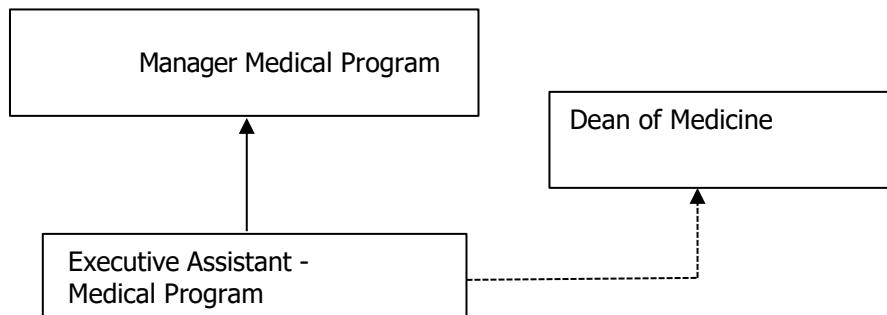
The Executive Assistant - Medical Program provides high level and comprehensive secretarial, administrative and operational support to the Dean of Medicine and Medical Program Executive.

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 in an environment where confidentiality, responsiveness and flexibility are essential while using initiative and judgment to attend to matters during the Dean and Medicine Program Executive's absence as authorised and ensuring the maintenance of the smooth running of the office in their absences.

### REPORTING RELATIONSHIP

This position reports to the Manager Medical program and maintains a daily working relationship with the Dean of Medicine



**ESSENTIAL ATTRIBUTES**

- Relevant tertiary qualifications or equivalent extensive experience in a similar Executive 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 Medicine Program 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 several issues concurrently.
- Demonstrated ability to act as secretary to committees, co-ordinate and follow-up actions agreed.
- Ability to review correspondence and draft routine correspondence on behalf of the Executive, in all dealings for the Executive or Faculty matters a high level of discretion, confidentiality and personal tact needs to be applied in the management of sensitive issues.
- Demonstrated proficiency in using information technology, especially the Microsoft Office suite, email and internet and electronic diaries.

**DESIRABLE ATTRIBUTES**

- Previous experience in a tertiary or faculty specific environment.
- Operational knowledge of university information and finance systems, for example, Finance One, (I don't think student one is appropriate/needed?)
- Knowledge and understanding of University environment, policies and procedures

COMPETENCY	RESPONSIBILITY
<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>Calendar management for the Dean of Medicine and Doctor of Medicine Co-Heads.</li> <li>Schedule the Performance Development Reviews for all full-time academic staff.</li> <li>Assess incoming correspondence and communication to the Dean and where appropriate, prepare draft responses, collate background information and refer to relevant staff for action or advice.</li> <li>Resolve emergent issues with a high degree of discretion and independence.</li> <li>Organise and coordinate local, domestic, international travel and accommodation arrangements for the Dean of Medicine.</li> <li>Support internal and external recruitment activity including collation of EOIs, interview room bookings etc.</li> <li>In collaboration with the Manager Medical Program, facilitate office readiness for new staff commencements.</li> <li>Maintain list of IT and office equipment in Medical Program office allocation.</li> <li>Monitor and action the HSMMedDean inbox.</li> <li>Organise the Med Program team monthly updates</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>Perform procurement and financial processing functions for the Dean of Medicine and Co-Heads Doctor or Medicine, including corporate credit card acquittals and expense claims for domestic and international travel.</li> <li>Facilitate purchase order requests as required via Faculty Business Services team.</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 Dean of Medicine and Medical Program Executive, ensuring that a professional image is promoted at all times.</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Organise and provide administrative and/or secretariat support for a variety of meetings and committees associated with the Dean and Medical Program Executive portfolio. This includes the preparation and dissemination of agendas and minutes and tracking/ follow up on action items.</li> <li>Maintain governance documentation and workflow including a register of outcomes and resolutions, and assist in the preparation of reports.</li> </ul>

<b>Event Management</b>	<ul style="list-style-type: none"> <li>Coordinate and provide operational support for Medical Program functions and engagement events in consultation with Faculty staff and the wider Bond community.</li> <li>Develop and manage event timelines, catering, logistics and schedules for program events, including the MD Conference.</li> <li>Research guest speakers and relevant organisations to prepare briefing notes and introductory material.</li> <li>Maintain the Medical Program contact list to ensure key stakeholders, networks and contacts are current</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Comply with Occupational Health and Safety Legislation and Regulations.</li> <li>Observe all University safe work policies, procedures and instructions.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Contribute to the ongoing review, development and implementation of changes to improve the productivity and efficiency of the Program's working environment.</li> <li>Identify opportunities, make recommendations and implement improvements to processes, systems, and work practices.</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 a 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</li> </ul>

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.