

Position Description

Position Title: Executive Assistant	Classification: Bond 4
Faculty/School/Office: Health Sciences & Medicine	Date Position Classified/Updated: August 2026

Purpose of the Position:

The Executive Assistant is responsible for providing high quality project support, executive and secretarial functions to the Faculty Business Director and the Deputy Executive Dean. Operating as a trusted partner, the position proactively manages priorities, facilitates decision-making processes, and supports strategic initiatives and events.

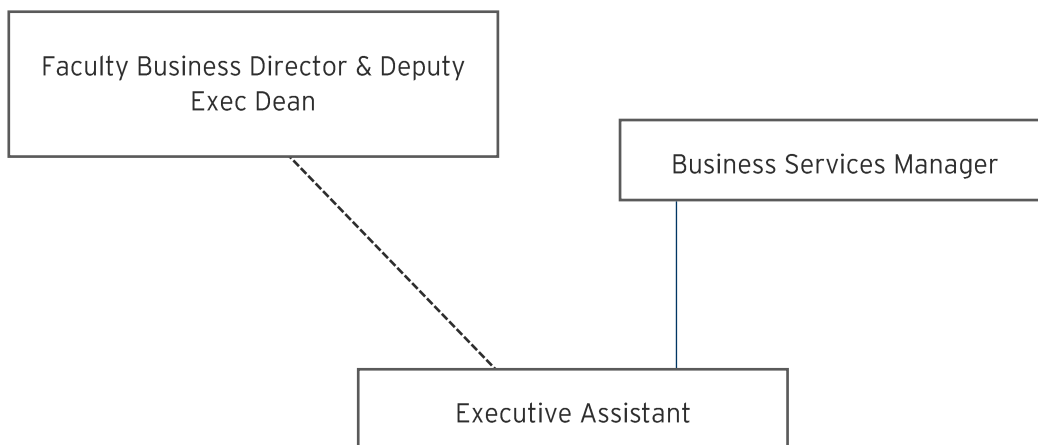
In partnership with the Executive Assistant to the Executive Dean, the role is responsible for the coordination of the Faculty's Executive office, and is a primary point of contact for the Faculty to triage and facilitate effective communication with internal and external stakeholders.

The Executive Assistant supports two senior executives, independently and proactively managing schedules, coordinating meetings and events, preparing communications and documentation, and maintaining accurate records.

Working closely with Faculty and University teams, the position supports the delivery of Faculty priorities through executive support, project coordination, communications support and event management activities.

Reporting Relationship:

This position reports to the Business Services Manager and provides dedicated executive support to the Faculty Business Director and Deputy Executive Dean.



Selection Criteria:

- Completion of a relevant degree qualification and/or extensive relevant experience in a senior executive support, executive office or equivalent professional role
- Demonstrated experience providing high-level executive support to senior leaders in a complex and fast-paced environment, including the proactive management of competing priorities, schedules and critical business matters, while maintaining confidentiality.
- Proven ability to exercise sound judgement, discretion and initiative in assessing, prioritising and responding to complex and sensitive matters on behalf of senior executives
- Highly developed communication and stakeholder management skills, with the ability engage effectively and professionally with senior leaders, staff and external stakeholders.
- Demonstrated secretariat experience, including coordinating meetings and committees, preparing agendas and papers, minute-taking and monitoring follow-up actions.
- Demonstrated ability to coordinate events and stakeholder engagement activities, managing competing deadlines and achieving high-quality outcomes.
- Demonstrated ability to work autonomously, anticipate requirements, identify emerging issues and areas for continuous quality improvement, while taking appropriate action with minimal supervision.
- Exceptional written communication skills including preparation of briefing papers, correspondence, reports and meeting documentation.

Desirable Criteria:

- Experience supporting senior executives within a university, healthcare, research, government or similarly complex organisation.
- Advanced proficiency in Microsoft 365 applications, including Outlook, Teams, Word, Excel, PowerPoint and SharePoint.

Competency	Responsibility
Executive Support	Provide high level confidential and professional executive support including: • Identify and prioritise critical matters, ensuring timely and effective responses. • Manage the triage of enquiries to relevant stakeholders, ensuring timely and effective resolution. • Calendar management. • Monitor competing priorities and proactively identify scheduling conflicts. • Provide secretariat support to relevant committees and meetings, including the circulation of appropriate documentation, minute-taking and follow up actions. • Produce and coordinate high-quality reports, correspondence, briefing papers and other executive documentation. • Act as the point of contact among leadership, staff, and external guests/partners. • Provide support for internal and external engagements and events.
Executive Office	• Work collaboratively with the Executive Assistant to the Executive Dean in a shared Executive Office support model, ensuring coordinated coverage, effective handover and consistent management of the Faculty mailbox, office coordination, events and administrative processes. • Represent the Executive Office professionally in dealings with internal and external stakeholders. • Maintain confidentiality at all times. • In collaboration with the EA Executive Dean, coordinate workflow management, correspondence tracking and follow-up processes.

	• Undertake project management for discrete pieces of work and coordinate the input of subject matter experts as required. • Establish administrative systems that improve efficiency and service delivery
Operations and administration	• Leverage University systems, processes and tools to optimise the efficient delivery of agreed outcomes and contribute to continuous process improvement • Provide oversight of the HSM intranet and website, coordinating updates and recommending improvements. • Oversee the management of the Faculty Executive's records and filing systems. • Assist with the coordination and implementation of projects and initiatives. • Monitor emerging issues and identify matters requiring executive attention
Executive partnerships and stakeholder management	• Liaise confidently with external stakeholders including health services, industry partners, alumni, government representatives and professional bodies. • Coordinate the planning and delivery of Faculty events, meetings and stakeholder engagement activities, including keynote speakers, partner meetings, networking events and strategic visits. • Prepare and coordinate executive communications, briefing materials and correspondence for review and approval. • Act as a key liaison between the Faculty Business Director and/or Deputy Executive Dean and internal and external stakeholders, ensuring professional and timely communication. • Maintain records and tracking of stakeholder interactions and engagement activities as required. • Build and maintain effective working relationships with senior academic and professional staff across the university
Financial Responsibilities	• Process and monitor Executive Office expenditure in accordance with University policies. • Assist with procurement, purchasing and invoice processing. • Maintain accurate financial records and documentation.
Learning and Development	• Undertake ongoing training in particular with assessment technologies employed by the Faculty and University (where applicable to the role). • Identify opportunities, make recommendations and implement improvements to processes, systems, and work practices. • Demonstrate commitment to working within Bond University's OH&S policies and practices.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimination free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation. • Participate in relevant training or development activities that support cultural safety and inclusive practice.

Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety. • Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation. • Complete mandatory and assigned WHS training. • Comply with return-to-work program requirements following injury/illness.
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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.