Position Description

Executive Assistant to the Dean
Faculty of Engineering

Level: 7          Date: March 2015
School/Unit: Dean’s Unit  Faculty/Division: Engineering
Written by: Faculty Dean

POSITION SUMMARY

The Executive Assistant is responsible for providing high quality professional and administrative executive support to the Dean of Engineering. The position is the first point of contact for the Dean’s Office and is responsible for the day-to-day management of the Office including diary management, management of correspondence, coordination and support of meetings and travel and related document management. The position also supports the Dean in the drafting of reports, correspondence and presentations. The Dean is also an active research and teaching academic and holds a number of positions on external bodies; the position provides some support to these activities.

The Executive Assistant exercises discretion in handling sensitive and confidential issues, bringing matters to the attention of the Dean, as required.

The position interacts with external industry and agencies, government officials, media alumni and staff in other education institutions, as well as broadly across the University.

Overview of the Faculty of Engineering

The Faculty of Engineering at UNSW is a national and international leader in engineering research and education. It is the largest Engineering Faculty in Australia, graduating the largest number of engineers and with the largest research expenditure. It is currently undergoing a multibillion dollar capital renewal to support these activities. The Faculty’s international standing has risen solidly in recent years to be in the world top 50. Under a new Dean in 2015, it is driving to rise to amongst the top in the world.

The Faculty comprises 9 Schools and in 2014 had a total enrolment of almost 12,000 students of which approximately 3,670 were international students. The Faculty offer the widest range of undergraduate courses and enrolls more high-achieving school leavers than any other engineering faculty in New South Wales.

In 2014 the Faculty had 775 staff, comprising 492 academic and 283 professional and technical staff and a budget of approximately $149 million.
The Dean is accountable for the strategic direction and overall performance of research, the student education experience and community engagement in the Faculty of Engineering, and to provide highly effective management of the Faculty strategy, planning, human resources, financial, physical resources, and administrative activities. The Dean reports to the Vice-Chancellor. The Faculty’s Heads of School, Deputy and Associate Deans and General Manager report to the Dean.

KEY DUTIES & RESPONSIBILITIES

- Design, develop and implement internal office management systems to provide efficient and effective management of the Office of the Dean including:
  - Manage the schedule of the Dean and related aspects including telephone calls, electronic diary appointments and organisation of meetings, Agendas and relevant papers
  - Manage all correspondence in and out of Office of the Dean, including the collation, dissemination and follow-up of information on behalf of the Dean
  - Electronic and occasional paper filing in accordance with approved records management processes and security requirements
- Prepare correspondence for the Dean as required.
- Co-ordinate meetings by preparing agendas, writing and documenting minutes and maintaining the action logs.
- Prepare draft reports and other documentation and presentations on behalf of the Dean.
- Coordinate and compile information and responses in relation to items/issues raised by internal and external parties. Draft responses on behalf of the Dean for submission to these parties.
- Undertake executive and administrative projects under delegation from the Dean and liaise on behalf of the Dean with senior Faculty staff in respect to management of specific projects
- Support the Faculty Senior Management Team in contributing to annual operational and strategic planning and review processes and related projects, including organising Faculty retreats. Participate in preparing Faculty reporting as requested.
- Consult, liaise and negotiate on behalf of the Dean with internal and external stakeholder groups and institutions primarily on operational matters as required.
- Support Faculty Management with statistical and trend analysis, interpretation and reporting where relevant through research external sources and internal enterprise systems
- Manage arrangements relating to Faculty staff recruitment and promotion activities presided by the Dean including organising interviews with candidates and Selection Committees
• Manage the day to day administrative activities of the Office of the Dean including (but not limited to):
  - Organising overseas and domestic travel, accommodation and meetings
  - Reconciling the Deans expenditure, including purchase card and petty cash
  - Arranging and coordinating catering for the Dean’s meetings where required
• Any other duties as determined and directed by the Dean
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others

REPORTING RELATIONSHIPS

Supervisor’s title: Faculty Dean

Other positions reporting to the supervisor: Faculty Executive, Heads of Schools, research team of approximately 15.

Positions reporting to this position: NIL

PRINCIPAL ACCOUNTABILITIES

• Provide a professional, efficient, communicative and empathic face to the Dean’s Office
• Provide high level, confidential executive support services to the Dean in a high-volume environment.
• Provide effective diary management which encompasses all arrangements associated with organising internal and external meetings.
• Efficiently and effectively manage all matters associated with the day-to-day activities of the Dean. These include but are not limited to:
  o attending to and/or screening all telephone calls;
  o managing all incoming and outgoing correspondence using electronic document management and other office systems;
  o ensuring that appropriate and timely actions are taken/followed up on correspondence and matters that come for the attention of the Dean;
  o drafting and distribution of correspondence including letters, memos, reports and presentation material;
  o ensuring meeting documentation is prepared and organised in a timely manner
• Ensure documentation produced, including draft reports and presentations, is accurate, clear and meets strict deadlines.
• Ensure that meeting and travel arrangements for the Dean are managed effectively. Organise and document itineraries, meetings, visa requirements, including bookings and confirmations, and conference registration as required.

• Establish and maintain appropriate systems including document control and procedures to enhance the accuracy, timeliness and presentation of the work of the Dean and ensure that the office operates in accordance with University policy and procedures.

• A high level of discretion and tact is maintained with confidential and sensitive information.

• Maintain up-to-date knowledge pertaining to the University and Office activities and current initiatives and where appropriate bring any relevant issues to the attention of the Dean

• Maintain up to date working knowledge of appropriate systems including new technologies

• Liaise with key individuals and agencies, within and outside the University, ensuring effective information flow and collaboration

• Undertake other duties as required and as appropriate to the level and nature of the position

SELECTION CRITERIA

• Relevant tertiary qualifications and/or equivalent level of knowledge gained through education, training and/or experience

• Experience in providing administrative and office management support at executive level and ability to adapt to, or experience in, a university environment

• Excellent written and oral communication skills, including drafting correspondence of a high standard

• Demonstrated positive, flexible and adaptable attitude with a willingness to take on a wide range of diverse tasks and adjust to competing and shifting priorities in a changing environment

• Demonstrated ability to use initiative, identify and recommend solutions to problems

• Experience in handling sensitive and confidential matters

• Highly developed interpersonal, professional communication and influencing skills and an ability to liaise effectively and build relationships with clients and stakeholders at all levels both internally and externally to the organisation

• Demonstrated high level organisational and project management skills and ability to interpret policies and procedures

• Knowledge of WHS responsibilities and commitment to attending relevant WHS training

• Knowledge of equal opportunity principles
It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.