Position Description

Executive Assistant - to the Deputy Dean

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<th>Level:</th>
<th>6</th>
<th>Date:</th>
<th>July 2014</th>
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<tr>
<td>Unit:</td>
<td>Office of the Dean</td>
<td>Faculty:</td>
<td>UNSW Medicine</td>
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<td>Written by:</td>
<td>Human Resources</td>
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POSITION SUMMARY

The Executive Assistant to the Deputy Dean is responsible for providing high level executive support and ensuring all administrative matters are prioritised and handled efficiently and effectively. This position is the first point of contact for the Deputy Dean and is required to manage all projects/initiatives, as assigned.

ORGANISATIONAL ENVIRONMENT

Overview of the Work Unit

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

The Undergraduate Program in Medicine is a central focus and the faculty also has undergraduate programs in Exercise Physiology and Medical Science. There is a diverse array of postgraduate coursework programs, such as Masters in Public Health.

The Office of the Dean is responsible for managing faculty-wide administrative matters and operates as providing a link to the wider University and external stakeholders. The functions of the Office of the Dean have been divided into a number of units, including: Medical Support Unity, Medicine Education and Student Office, Office of Medical Education, Medicine Computing Support Unit, Finance and Human Resources.

Statistics

UNSW Medicine enrols approximately 1,600 medicine students across six years of the program and approximately 400 exercise physiology students across four years of the program.

The Deputy Dean portfolio consists of 4x Schools, 5x Clinical Schools and 9x Research Centres, with Heads of Schools/Research Centres directly reporting to the Deputy Dean.
For further information, please refer to: http://med.unsw.edu.au/

Reporting Relationships

Supervisor’s title: Deputy Dean and General Manager

Other positions reporting to the supervisor: Heads of Schools

Positions reporting to this position: Nil

Other relationships: This position will work in partnership with other Executive Assistants in the Office of the Dean, and will form part of the Executive Assistants Team supporting Senior Management.

KEY DUTIES & RESPONSIBILITIES

- Extensive high-level diary management and management of the schedule of the Deputy Dean, including all aspects associated with the schedule including telephone calls, electronic diary appointments, organisation of meetings and the relevant briefing papers.
- Manage and coordinate the annual academic promotions process, including the organisation of interviews, committees, applications and other related administrative tasks, as required.
- Draft briefing notes for the Deputy Dean, where required.
- Screen calls and unscheduled appointments as required; re-direct where necessary.
- Liaise with the Dean's office and the offices of the Senior Management Team of the faculty, in order to coordinate and be informed of meeting and event dates.
- Coordinate meetings and other key contacts as required by the Deputy Dean.
- Coordinate and prepare meeting agendas and agenda papers, meeting notes, action points, and all other necessary documentation associated with meetings Chaired by the Deputy Dean.
- Ensure that the Deputy Dean completes any assigned follow-up items.
- Manage the travel arrangements of the Deputy Dean and all aspects of the travel itineraries of the Deputy Dean, including arranging flights, accommodation, transfer cars and conference registrations.
- Draft relevant communications and correspondence on behalf of the Deputy Dean.
- Ensure all correspondence for the Deputy Dean is filtered, answered, or re-directed as necessary.
- Completion of all paperwork, in relation to Human Resources, that the Deputy Dean is responsible for, including paperwork associated with staff movements, recruitments and terminations.
- Review email inbox of the Deputy Dean and reply to or forward emails as required.
- Maintain and operate confidential staff files and all files of the Deputy Dean Work within the University's policies and procedures
- Attend functions as required.
- Meet and greet guests of the Deputy Dean.
- Undertake any other duties as directed by the Deputy Dean including budget maintenance, management of financial accounts, credit card reconciliations and payment of invoices and accounts as required.
- 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.
SELECTION CRITERIA

- Relevant tertiary qualification with a minimum of 5 years subsequent executive management support and office management experience or an equivalent knowledge gained through any other combination or education, training and/or experience.
- Previous experience in a role of EA to senior management.
- Excellent time management and organisational skills with a proven ability to establish priorities and meet deadlines.
- Demonstrated ability to work under pressure with sensitive and confidential matters and to work flexible hours, as required.
- Excellent interpersonal and communication skills with the ability to liaise with a diversity of stakeholder and client groups.
- Demonstrated performance oriented approach and willingness to receive ongoing feedback on performance.
- Demonstrated ability to identify, analyse and solve administrative problems to provide accurate and appropriate outcomes.
- Ability to work effectively with minimum supervision and on multiple tasks.
- Advanced word processing, PowerPoint, spreadsheets, database, desktop publishing, Internet and e-mail skills, including familiarity with computer packages including Microsoft Office.
- Knowledge of EEO/AA principles and WHS responsibilities and a commitment to attending relevant OHS training.

Please note:
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.