Executive Assistant and Governance Support Officer

Position Description

Executive Assistant and Governance Support Officer

Created: June 2022
Reports to: Chief Executive Officer
Level of supervision: As directed but with day to day independence
Position type: Part-time, 0.8 FTE. Fixed term contract until December 2023.
Level: 4.1

Position purpose
This position aims to provide high-level executive administrative support to the Chief Executive Officer (CEO) and support GSA in ensuring good governance practices. The position works in collaboration with the GSA Board and other GSA managers through the adoption of best practice meeting management and administrative workflows.

Main tasks

Executive Support (CEO)
- Provide a range of high-level executive administrative and secretarial support functions to the CEO, including: organise meetings, prepare agendas and take minutes of meetings as directed; prepare briefing materials, reports, correspondence and other documentation accurately and in a timely and consistent format; and accurately manage the diary and events calendar.
- Exercise initiative and judgment with the preparation, collation and dissemination of relevant executive and management documents, including internal reporting.
- Filing systems – develop and maintain best practice hardcopy/electronic filing systems for the Office of the CEO and monitor the quality and consistency of soft copy filing using the file naming policy.
- Prepare all relevant documentation for all CEO meetings each week and schedule any additional meetings as requested.
- Write letters or correspondence as requested.
- Coordinate all Board activities/meetings in consultation with the CEO.
- Assist and coordinate all GSA Representative and Faculty meetings and provide the relevant documentation/resources to support their work.

Executive Support (Senior Management Team)
- Assist the CEO and the Senior Management Team to document/record strategic planning, team planning and other business planning processes, by consulting and coordinating to formulate agendas, briefing notes and monitor plans.
- Attend all Senior Management Team meetings and manage workflows and actions, focusing on priority tasks and managing timelines.
- Coordinate reports for Boards and ensure briefing notes are developed for major projects as per the CEO’s guidance.
- Assist the CEO/GSA Board members to maintain and develop key stakeholder lists.
- Assist the CEO and CFOO to meet funding agreements, submissions, and other contractual requirements and
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- Prepare regular briefings for Board meetings.
- Provide information and develop relationships with managers and other support staff to ensure GSA Board and other elected student positions are informed and supported to address emerging issues.
- Identify and appropriately escalate relevant issues and delegate tasks on behalf of the CEO, having regard to interrelationships of key internal and external stakeholders and service delivery objectives.
- Perform other duties as directed in keeping with the role.

Governance Support

- Assist the CEO, General Secretary and Board with the interpretation, application and explanation of policies arising from the GSA constitution and regulations.
- Proactively assist the CEO, General Secretary and Board to ensure good governance practices are maintained as established by the GSA Board.
- Advise the CEO, General Secretary and Board on the good governance of subcommittees, including their scope and role within the organisation as stipulated by the GSA Constitution and Board.
- Ensure that meetings of the GSA Board, Representative Council as well as General Meetings are conducted in accordance with the GSA Constitution and regulations.
- Provide advice to the CEO, Senior Management and Student Representatives on internal procedures for policy development and decision making.

Judgement and problem solving

This position is an administrative support role whereby the Executive Assistant and Governance Support Officer will need to manage their own time and work commitments, while also supporting the Chief Executive officer in ensuring that GSA Board decisions are carried out and that GSA Board receives the appropriate advice when making those decisions. An ability to provide factual advice is necessary, which requires proficiency in the work systems and policies of GSA.

Key Selection Criteria

- High level administrative and organisational skills, including the ability to meet deadlines under pressure while ensuring accuracy and quality.
- High level communication and negotiation skills, including the ability to communicate verbally and in writing in a clear and concise manner.
- Demonstrated understanding of organisational and/or committee governance, including the ability to interpret and advise on complex rules arising from policy and procedures.
- Proven ability to work effectively in a team and apply strong initiative and personal judgment to solving problems with minimal supervision.
- Demonstrated interpersonal skills, including tact and diplomacy, the ability to maintain confidentiality and the ability to liaise effectively with a wide range of people on complex and sensitive issues.
- A demonstrated commitment to the highest levels of service.

Essential

Relevant tertiary qualification in business administration or equivalent experience.

Desirable

Demonstrated knowledge or capacity to quickly acquire skills in Microsoft suite applications, including but not limited
to Word, Outlook and Excel.

*Please note:* This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only, i.e. that relate to a role of an Executive Assistant & Governance Support Officer.

**Acknowledgement**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY**

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Employee Date

**SIGNED ON BEHALF OF THE ASSOCIATION**

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Manager Date