

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Executive Assistant Level: 5
Faculty/Division: Research and Innovation Division Department/Location: ICR Unit

Primary purpose of the position:

This position will provide executive assistance to the CEO iAccelerate/Director ICR and Snr Manager Commercial Research and Commercialisation by preparing high quality draft briefing notes, reports, minutes and correspondence as required. The Executive Assistant will also manage the CEO/Director and Senior Manager's time and resources through liaison, customer service and diary coordination. The Executive Assistant will also provide high level administrative support to ICR Operations.

Position Environment: (Optional)

The University of Wollongong has a proud history of technology and research which dates back to 1951. Originally established as a provider of technical education for engineers and metallurgists required for the region's steel industry, the University now offers a wide range of courses across five faculties. UOW has a rich heritage of partnerships with industry based on its engineering, informatics, materials and other research- commercial strengths. It is the strategic direction of the university to increase its research output both quantitatively and qualitatively. Commercial Research and Commercialisation activities significantly enhance UOW's reputation and actual research outcomes.

In the face of declining steel and manufacturing industry, ICR has secured \$16.5M from NSW Government and has launched iAccelerate, an essential cog in the Illawarra Innovation Ecosystem that for the first time, links innovative ideas with entrepreneurial spirit and provides the support to start driving sustainable development and jobs growth in the Illawarra. iAccelerate will be key to the transition of the Illawarra region's manufacturing based economy into a high tech industry cluster. The development of the Innovation Ecosystem is a key goal of UOW's published Strategic Plan.

The co-locating of these highly tailored and specific programs is aimed at rapidly developing and delivering technology leveraged businesses into the Illawarra economy. The ultimate location of iAccelerate Hub clients and programs will be the newly built iAccelerate Centre which will house 280+ entrepreneurs. The Commercial Research Unit (CRU) has responsibility for the administration of Commercial Research at UOW and ensures that commercial research activities adhere to the UOW's Guidelines for Commercial Activities and UOW's Commercial Research Policy. The Commercialisation Managers (CMs) work actively with external partners in industry, government and the wider community in developing and transferring state of the art innovation and technology solutions from the University. Its team of Commercialisation Managers assist in taking the University's innovations and technology ideas to market. They also work with UOW staff to identify the opportunities available to progress staff's ideas and research. The CMs are dedicated to faculty disciplines and research institutes within the University. The team also includes a Technical Analyst who provides market analysis and pre due diligence support and manages the University's IP database. The team also includes an Assistant and Patent Administrator to support the University's Intellectual Property portfolio and provide support to the CMs.

Major Responsibilities:		
Tasks	Percentage of time	Office Use Only
1. Manage the CEO/Director and Senior Manager's time through diary management, assessment of urgent requests, correspondence management, arranging interstate and overseas travel and associated activities, and organizing, coordinating and providing secretarial support for various high-level committees and meetings.	40%	
2. Provide customer liaison through the management of access to the Executive including screening of visitors, staff and telephone calls, assisting guests and visiting officials and providing high level support to the administrative and Executive team as required.	20%	
3. Undertake a range of high level administrative functions to support the ICR Executive in line with policies and procedures including: <ul style="list-style-type: none"> • Corporate credit card monthly acquittals • Records management including electronic and hard-copy files • Preparation of standard correspondence, reports and presentations • Other duties as required 	25%	c
4. Special projects as directed by the CEO/Director ICR	15%	
5. Contribute to the high-level administrative functions within ICR operations as required, including preparation and analysis of reports from databases and other sources, preparation of high quality presentations (including Power Point presentations), coordination of administrative projects and resources, and coordination and guidance of casual administrative staff as needed to meet business needs from time to time.	Ongoing	
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	
7. Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document.		

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: CEO iAccelerate/Director ICR

The position supervises the following positions: Nil

Other Key contacts: Senior Manager Commercial Research and Commercialisation
ICR Team

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Demonstrated knowledge and understanding of processes within a large organisation.
- High attention to detail.
- Established capacity to work with minimum supervision and to exercise sound judgement within a complex work environment.
- Exceptional communication and stakeholder liaison/management skills.
- Demonstrated proficiency in provision of secretariat support for high level committees.
- Proven expertise in preparation of high level reports, meeting papers, presentations and records.
- Excellent time management, organisational and problem solving skills.
- Highly competent user of Microsoft suite of software.

SELECTION CRITERIA - Education and Experience:

Essential:

- Relevant post-secondary qualifications in relation to Administration and/or a combination of education, training and experience deemed to be equivalent.
- Extensive experience in providing executive administration support within a large organisation.

Desirable:

- Previous experience in a tertiary or research environment.

Personal Attributes:

- Engaging and professional with strong interpersonal and communication skills, including ability to manage conflict and to negotiate positive outcomes.
- Demonstrated high level attention to detail.
- Ability to work effectively as a team member, to apply a range of skills and to assist across functions.
- Service oriented attitude, responsiveness and adaptability.
- Ability to maintain confidentiality, exercise sound judgement and to take initiative within established policies and procedures.

Special Job Requirements:

Ability to work outside of normal working hours on occasion

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____