

EXECUTIVE SUPPORT OFFICER
POSITION DESCRIPTION

Position Title:	Executive Support Officer	Position Number:	Faculty/Division: Services and Resources
Classification:	HE06	No. Direct Reports & Highest Classified Position: 0	School/Branch: : Infrastructure
FTE: 1	Reports to: AMNS Programme Manager	Fixed <input checked="" type="checkbox"/> Continuing <input type="checkbox"/>	Discipline/Unit: Infrastructure Office
Position Summary:	<p>The Division of Services and Resources comprises 7 Branches which provide enabling services and the resources capacity to support the University's teaching and research goals and activities. The Infrastructure Branch provides Property resources and services to the University to enable achievement of teaching and research business goals and also manages the University's significant property portfolio (leased and owned).</p> <p>The Adelaide Medical and Nursing Schools (AMNS) Project is the largest scale project in the history of the University of Adelaide, and seeks to establish a significant presence for the University within the South Australian Health and Biomedical Precinct (SAHBP) through the development of a 13 storey building. Delivering on the Project vision of Transforming Health through the South Australian Health and Biomedical Precinct represents a once in a generational opportunity to redefine our learning & teaching, research and service delivery activities related to our clinical teaching and research programs and will require significant business and cultural transformation.</p> <p>The Executive Support Officer will provide high level administrative support to the AMNS Programme Manager including managing meeting schedules and drafting correspondence as well as work as part of the Transition team, being responsible for the preparation and organisation of papers, agendas and minutes for numerous and varied committees and working groups.</p> <p>This position will also provide support to the Health Sciences Infrastructure Strategy Program Director in the preparation of reports and papers for various University Committees and Governing Bodies as required.</p>		
Position Characteristics:	Scope	Under general direction provide administration and executive officer support to the AMNS Programme Manager and associated Health Sciences Infrastructure Strategy committees.	
	Significant internal/external relationships	<ul style="list-style-type: none"> ▪ Executive Dean, Health Sciences Faculty ▪ Health Sciences Faculty Academic and Professional Staff ▪ Division/Branch Heads and Heads of Schools and their admin support ▪ Director Infrastructure / Program Director Health Sciences Infrastructure 	
	Special conditions	<ul style="list-style-type: none"> • May require out of hours work. • Reasonable workplace adjustments will be made for people with a disability. 	
	Delegations	N/A	

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<p>Key Responsibilities and Outcomes</p> <p>Describe the key responsibilities and outcomes required for the role in the normal course of work</p>	1	Provide ongoing high level administrative support to the AMNS Programme Manager.	<ul style="list-style-type: none"> ▪ Independently assess, analyse and report on matters coming into or emanating from the AMNS project team, ensuring a high level of confidentiality is maintained. ▪ Provide advice, critical comment and briefing on papers and reports received by the AMNS Programme Manager. ▪ Prepare high quality correspondence and papers on strategic issues with knowledge of target audience. ▪ Ensure responses are coordinated and redirected where appropriate for response to internal and external enquiries. ▪ Prepare draft responses on behalf of the AMNS Programme Manager. ▪ Sourcing and analysing information on HR issues and developing reports on behalf of the AMNS Programme Manager. ▪ Coordinate and oversee a range of HR administration for the AMNS Programme Manager. ▪ Manage the approval process for memorandums for progressing of works. ▪ Responsible for the efficient and effective management of mail, correspondence, filing and other such office systems as TRIM and Infrastructure Branch electronic files. ▪ Effective and efficient processing of purchase orders and invoices. ▪ Monitor and report to AMNS Programme Manager on budget and expenditure.
	2	Provide executive officer support to committees and working groups	<ul style="list-style-type: none"> ▪ Provide executive administration support by servicing a range of committees and working groups including the preparation of agendas, reports, minutes and actions. ▪ Liaise and communicate with external organisations and University Division and Faculties as required.
	3	Co-ordinate arrangements for meetings (internal and external), external conferences, appointments and travel.	<ul style="list-style-type: none"> ▪ Manage appointments for the AMNS Programme Manager and other senior members of the team as required. ▪ Ensure that travel and accommodation bookings are managed effectively and in accordance with University requirements including travel and expense claims for using the T & E On-line Booking System.
	4	Support and maintain networks and stakeholder relationships.	<ul style="list-style-type: none"> ▪ Ensure effective working relationships are maintained with significant internal and external stakeholders. ▪ Establish and maintain networks and positive working relationships with relevant staff at all levels of the University as well as external stakeholders in order to inform and support the work of the team.
	5	Administrative support to Health Sciences Infrastructure Strategy Programme Director	<ul style="list-style-type: none"> • Provide support to the Health Sciences Infrastructure Strategy Programme Director in the preparation of reports and papers for various University Committees and Governing Bodies as required

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Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> • Plans carefully and sets goals for improving performance. • Plans ahead to ensure all tasks completed. • Deals with conflicting demands quickly and calmly. • Delivers high quality output. • Committed to meeting deadlines even with demanding timeframes.
		Communication	<ul style="list-style-type: none"> • Adapts style and content of communication of ideas and information to match the audience. • Uses appropriate communication methods for effective interactions with a preference towards personal interactions. • Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. • Is persuasive and confident in communicating ideas.
		Flexibility and Adaptability	<ul style="list-style-type: none"> • Shows flexibility in coping with multiple and changing priorities. • Adapts to change in environment and work demands, working effectively with a variety of situations and people. • Adapts responses and tactics to change circumstances.
		Teamwork	<ul style="list-style-type: none"> • Actively participates in team meetings through sharing ideas and contributing to discussions. • Accomplished shared goals through accepting joint responsibility. • Sets strong example of being a team player.
		Continuous Learning	<ul style="list-style-type: none"> • Develops and maintains personal and professional competence. • Turns mistakes into challenges and opportunities for learning. • Undertakes regular review of work practices to identify areas for improvement. • Identifies possible solutions to solve an issue when raising it to the next level.

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	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> ▪ Demonstrated experience in providing high level administrative support for a variety of activities including managing meeting schedules and drafting correspondence. ▪ Demonstrated experience in providing executive officer support to committees including the preparation of agendas, reports, minutes and actions ▪ Experience in providing executive support within a project environment is desirable. ▪ Demonstrated high level experience in the use of Microsoft Office suite and other University management information systems is desirable (TRIM, PMS, T&E Online Booking System and Expense Management, Room Bookings and Orbit) ▪ Well developed interpersonal and communication skills including the ability to work with a diverse range of people and cultures. ▪ Well developed writing skills to enable analysis of relevant information and data and provision of high quality written reports, memos and correspondence. ▪ Knowledge of internal University policies and procedures (desirable) and/or experience in working in a large and complex organisational environment.
	<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Relevant qualifications in an administrative environment and/or relevant administrative experience.
<p>Occupational Health, Safety and Welfare Requirements</p>		<ul style="list-style-type: none"> • All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. • All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.
<p>University Expectations</p>		<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the Performance Development Review Process which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; • Perform their responsibilities in a manner which reflects and responds to continuous improvement; and • Read, understand and comply with all University policies and procedures.
<p>Approvals: Head of School / Branch Manager</p>	<p>Head of School / Branch Manager Name: Virginia Deegan Signature: Date:</p>	<p>Director Human Resources Name: Signature: Date:</p>
<p>Acknowledgement of Incumbent</p>		<p>I have read and understood the requirements of the position Name: <i>(please print)</i> Signature: Date:</p>