EXECUTIVE ASSISTANT
POSITION DESCRIPTION

THE UNIVERSITY of ADELAIDE

Position Title:	Executive Assistant		Position Number:		Faculty/Division: DVC&VP(Research)
Classification:	HEO5		No. Direct Reports & Highest Classified Position: 0		School/Branch: Robinson Research Institute
FTE: 1.0	Reports to: Business Manager, Robinson Research Institute		Fixed ☒ Continuing ☐		Discipline/Unit:
Position Summary:	The Robinson Research Institute (RRI) was established within the University of Adelaide in 2008, and is focused on the delivery of research outcomes in reproduction, pregnancy and child health. Collectively, the Institute comprises more than 350 research staff and student members. The Institute is overseen by its Director with operational and strategic development activities undertaken by the Business Manager. An Advisory Board, Deputy Directors and an Executive Committee provide strategic direction and advice. Under general direction, Executive Assistant works within a small team of professional services staff that support the delivery of the Institute's programs, marketing and communications, business development and stakeholder engagement activities. The role has a particular focus on executive support and administration tasks required for governance, business development and implementation of programs. RRI is a partner of Healthy Development Adelaide (HDA) and the Executive Assistant provides some administrative support to HDA.				
Position Characteristics:	Scope		The Executive Assistant provides a high level of support and personal assistance to the Director and Business Manager of the Institute, and provides key administrative support to the Robinson Research Institute Boards, Committees and support for implementation of RRI and HDA programs.		
	Significant internal/external relationships		• Director, Robinson Research Institute • Deputy Directors, Robinson Research Institute • Business Manager, Robinson Research Institute • Professional Staff, Robinson Research Institute • Robinson Research Institute Research Leaders • Robinson Research Institute Members • School of Medicine, UoA • Robinson Research Institute Executive Committee • Robinson Research Institute Advisory Board • Affiliate organisations and partners		
	Special conditions		Reasonable workplace adjustments will be made for people with a disability.		
	Delegations		Nil		

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Key Responsibilities and Outcomes	1	Personal Assistance	- Provide a high level of secretarial support and administrative assistance to the RRI Director and Business Manager - Manage, coordinate and prioritise the diary for the Director and Business Manager, including the coordination of meetings on behalf of the Director and Business Manager as required - Support the Director and Business Manager in processing travel, office and program related financial transaction - Maintain and operate effective filing systems for the Director and Business Manager
	2	Board, Committee and Meeting Support	- Provide administrative support to the Robinson Research Institute Advisory Board, Executive Committee and Scientific Advisory Committee - Coordinate meeting dates and venues, travel and accommodation arrangements as required - Prepare meeting agendas, minutes and committee papers for circulation in a timely manner and assist with any follow-up action resulting from meetings - Coordinate regular team meetings of the professional staff of the Institute - Support and co-ordinate meetings on behalf of RRI Theme Leaders including scheduling/organising meetings, room bookings, catering, facilitator needs, organising agendas and papers as required - Provide assistance to Institute researchers and staff in booking and accessing facilities, including meeting rooms and audio visual/IT equipment. - Maintain records to monitor the use of audio visual/IT equipment, and assist with preparation and pack up of meetings
	3	Events and Travel Support	- Coordinate domestic and international travel for the Director, Business Manager and Theme Leaders as required - Coordinate travel and accommodation requirements plus meeting schedules for the RRI Visiting Speakers and Exchange Programs - Prepare correspondence and liaise with funding recipients to support the administration of the RRI Travel Grants program - Provide administrative support for RRI events as required including site visits and tours, open day, research seminars and conferences, and the annual research symposium

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	4	Communications and Stakeholder Engagement	- Respond to general enquiries from internal and external stakeholders in a professional and helpful manner, directing enquiries to relevant staff members as necessary - Maintain an up to date contacts database of internal and external stakeholders, including a review at least once per year to ensure the integrity of the data - Contribute to the preparation of the RRI Annual Report by preparing accurate member and distribution lists in a timely manner - Assist with the management, coordination and processing of mail and correspondence through the RRI, including the preparation of draft letters, memos, email and other documentation whilst maintaining confidentiality at all times - Proactively communicate with stakeholders to keep them informed of progress
	5	Healthy Development Adelaide (HDA)	Work with the Executive Officer of HDA and the RRI Marketing and Communications Officer to provide support to HDA activities including: - Scholarship Program - collate, evaluate and arrange assessment of applications, advise outcomes, organise payments, arrange mentorship and practicum placements and prepare annual report - Travel Grant Program - collate, evaluate and arrange assessment of applications, advise outcomes, organise payments and liaise with recipients for reporting purposes. - Arrange and support the HDA annual meeting - Assist with events as required
	6	Office Administration	- Coordinate procurement of office supplies including stationery, business cards, consumables, equipment and furniture purchase, and ensure appropriate storage and management of all stationery and resources essential for the operation of the Institute - Manage kitchen and other shared meeting facilities and act as a point of contact for any building maintenance enquiries or issues - Manage access to staff and visitor car parking facilities - Provide general assistance to Institute staff and members related to University processes including computer leases and maintenance, staff and visitor access - Ensure the maintenance of the Institute Operations Manual - Provide support functions including photocopying and collation of documents, working cooperatively in a small team environment - Provide relevant administrative support for the induction of new staff as required

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Criteria	Capabilities and Behaviours	Service Focus	▪ Takes personal responsibility to resolve enquiries, requests or complaints ▪ Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service
		Flexibility and Adaptability	▪ Shows flexibility in coping with multiple and changing priorities ▪ Adapts to changes in environment and work demands, working effectively with a variety of situations and people
		Achievement Drive	▪ 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	▪ Uses appropriate communication methods for effective interactions with a preference towards personal interactions
		Continuous Learning	▪ Develops and maintains personal and professional competence ▪ Identifies personal development needs and pursues self-development through training and education ▪ Undertakes regular review of work practices to identify areas for improvement
	Knowledge and Experience	▪ Extensive experience in providing executive support and assistance to senior managers and/or academics including travel and diary management support ▪ Demonstrated skills and experience in delivering support to boards and committees including scheduling, document preparation and minute taking ▪ Strong organisational skills including the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines ▪ Well-developed interpersonal skills, excellent written and verbal communication skills and the ability to work collaboratively in a team environment ▪ Ability to exercise judgement, use initiative and maintain confidentiality ▪ Outstanding computer skills using the Microsoft Office Suite ▪ Experience in a medical, scientific and/or higher education environment (desirable)	
	Qualifications	▪ Completion of a Certificate IV and extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.	

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Work Health, Safety and Wellbeing Requirements	▪ All Supervising staff are required to implement and maintain the University's Health Safety and Wellbeing (HSW) 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.	
University Expectations	All staff are expected to: ▪ 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 Planning, Development and Review 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.	
Approvals: Head of School / Branch Manager	**Head of School / Branch Manager** **Name**: Professor Sarah Robertson **Signature:** **Date:**	**Director Human Resources** **Name:** **Signature:** **Date:**
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name: *(please print)* Signature: Date:	

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