

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

POSITION STATEMENT

Department: Office of University Secretary and Legal Counsel
Position Title: Executive Assistant to the University Secretary and Legal Counsel
Classification Level: HEO 5
Date Classified: 27 March, 2009
Reports to: University Secretary and Legal Counsel

Dimensions of the Position:

The role of Executive Assistant to the University Secretary and Legal Counsel demands a high level of skill in communication, organisation, priority decision making, initiative and judgement. The incumbent will be principally involved in the provision of administrative support to the University Secretary and Legal Counsel.

The University Secretary and Legal Counsel reports to Council through the Chancellor and/or Deputy Chancellor on all matters pertaining to the governance of the University and associated legal matters. She is a source of advice to the members of Council, the Vice-Chancellor, members of the senior executive and other members of the University, on governance and legal matters as they relate to the University.

The University Secretary and Legal Counsel oversees the management of the Council and Academic Board Secretariats, the Legal Unit, the Risk Management & Internal Audit Unit and the Records Management Unit. For operational purposes the University Secretary and Legal Counsel reports to the Vice-Chancellor.

Position Objectives:

This senior administrative position in the Office of the University Secretary and Legal Counsel is responsible for managing all levels of administrative support structures required directly by the University Secretary and Legal Counsel. The position will play a crucial role in assisting the University Secretary and Legal Counsel in all aspects of planning and operations. The Executive Assistant also works closely with staff in the offices of the other senior executives, the Pro-Vice Chancellors and the Chair of Academic Board as well as the Records Management Directorate, the Secretariat, Legal Office and Risk & Audit.

The Executive Assistant will take a strategic approach, as appropriate to the position, act independently and exercise initiative, judgement and diplomacy, in the management of all issues brought to the Office of the University Secretary and Legal Counsel. Confidentiality and discretion are both critical component of this position.

Duties:

Under general direction:

1. Manages the daily functions of the Office of the University Secretary and Legal Counsel, recognising its key role in the operations of the University. The University Secretary and Legal Counsel's Executive Assistant will work independently and use considerable initiative in this task. The incumbent will ensure utmost confidentiality is maintained on all issues, including coordination and liaison with all areas in the Directorate, academic areas (Faculties, Schools) and other administrative and support units (Financial Services, Facilities Management, Human Resources etc) and with individuals and organisations outside the University, both national and international.
2. Provide specialist support and advice for the University Secretary and Legal Counsel for all areas of administration including assisting with developing, interpreting and implementing University policies and procedures.
3. Ensure all relevant documentation is maintained including policies and procedures in compliance with University record-keeping requirements.
4. Independently prioritises, researches and responds to a diverse range of enquiries, from within the Directorate and University and from individuals and organisations outside the University, providing accurate specialist advice on Directorate and University procedures and policies and problem solve issues as required.
5. As first point of contact for the University Secretary and Legal Counsel, manages access, exercising judgement, diplomacy and specialist knowledge to determine which matters should be brought to his/her attention or independently provide advice, service or referral as appropriate.
6. Reviews and prioritises correspondence received by the University Secretary and Legal Counsel, identifies and/or researches background information for consideration by them, independently drafts or prepares correspondence, initiates action, or referral, where appropriate, and ensures follow up and resolution.
7. Provides high-level administrative and secretarial support, applying independent judgement in the preparation of documentation, researching issues arising from meetings, and ensuring follow up action, to the University Secretary and Legal Counsel's executive meetings, or other meetings or working parties as required. As required, some confidential *ad hoc* meetings, may involve highly sensitive and confidential issues, note taking, or acting as an observer.

8. Manage the recruitment process of senior positions in the Directorate, ensuring confidentiality is maintained, coordinating meetings and interviews, obtaining referees reports, drafting reports for the selection committee Chair and developing and reviewing procedures.
9. Manage administrative systems and operational procedures for the Senior Management Team to ensure efficient and high quality service. This will involve continually assessing and redefining policy and processes.
10. Coordinates all travel arrangements and itineraries for the Director, and as required for other staff and visitors, including all travel documentation.
11. Manage Directorate social and/or public relations functions, including budget management and identification of appropriate guests.
12. Assist in developing and managing teamwork and communication strategies to ensure cooperation and effective transmission of information, both internally and externally.
15. Be aware of and apply the University's policies and procedures relating to Equal Opportunity, Risk Management, Occupational Health and Safety, Records Management and Quality Assurance as they apply in areas of own responsibility.

Qualifications and Selection Criteria

1. Completion of a relevant degree; or a relevant diploma with subsequent relevant work experience; or completion of a certificate with extensive relevant experience; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated substantial administrative experience.
3. Demonstrated excellent interpersonal and communication skills including the preparation of written reports.
4. Demonstrated time management, planning and analytical skills and capacity to think strategically as appropriate to the position.
5. Demonstrated ability to exercise initiative and judgement in a diverse range of problem solving situations, including routine and unusual circumstances and in an environment with multiple and conflicting priorities.
6. Proven ability to work independently as well as part of a team.
7. Ability to interpret and apply complex rules, procedures and legislation in a large organisation.

8. Demonstrated excellent computer skills – including a range of software such as Word and Excel, with excellent presentation skills and a high degree of accuracy and attention to detail.
9. Awareness of OHS, risk management, quality assurance, records management and EEO principles as they relate to this position.