

Senior Project and Administration Officer

HEP Level 7

POSITION NUMBER	Insert 000000
ORGANISATIONAL UNIT	Employment & Engagement
POSITION REPORTS TO	Chief Employment & Engagement Officer
OVERALL PURPOSE	<p>The Senior Project and Administration Officer provides high level executive support to the Chief Employment & Engagement Officer (CEEEO), enabling effective leadership of a large and complex team and network of key internal and external stakeholders. The role is responsible for proactive diary and inbox management, anticipating executive needs, managing priorities, and representing the executive in day to day correspondence.</p> <p>This includes supporting the CEEEO, and their leadership team, with effective administrative support, planning and management of the department's resources and activities, as well as contributing to the implementation of key people and team focused projects.</p> <p>The Senior Project and Administration Officer will also maintain and develop comprehensive, efficient administrative systems, procedures and processes to ensure that the Employment and Engagement teams support the realisation of VU's strategic goals.</p>
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with the Chief Employment & Engagement Officer ◆ works with Employment & Engagement Leadership team <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ will need to liaise with (often influential) external stakeholders including VU industry partners, key government contacts, and suppliers
LOCATION/CAMPUS	The position will be required to work across both Footscray Park and City Tower campuses of the University, with the occasional need to work from other Victoria University campuses. The position and incumbent may be relocated to any other existing or future university work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The Employment & Engagement team plays a vital role with its communities and partners. Comprising four dynamic units - Event Services, Careers Education & Employment, Major Partnerships, and Community & Government Relations - the team delivers experiences and strategic partnerships that create impactful opportunities for VU students and deliver excellence that drives VU forwards. The CEEO is also responsible for leading a number of complex, university-wide projects.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Provide high-level, proactive executive support, including comprehensive diary and inbox management, prioritisation of competing demands, and preparation for meetings and key engagements.
- ◆ Work across the CEEO's leadership team to coordinate activities that support effective functioning of a large and complex team, including preparing for key meetings and team planning days, maintaining action registers, supporting development of budgets, risk registers and other critical team functions.
- ◆ Produce high quality documents, including briefing papers, business cases, background information, correspondence and other material for the CEEO, ensuring appropriate tone, accuracy and alignment with strategic intent.
- ◆ Engage with, and build effective relationships with, key internal and external stakeholders on behalf of the CEEO, acting as a trusted gatekeeper and ensuring high level of customer service and responsiveness to stakeholders.
- ◆ Coordinate and deliver clearly scoped projects related to executive priorities and team operations (e.g. implementation of new processes, governance improvements, planning initiatives).
- ◆ Provide effective, efficient and accurate administrative support managing key administrative tasks such as credit card reconciliation, procurement tasks, and travel bookings.
- ◆ Effectively utilise contemporaneous technology, including AI, to implement efficiencies across administrative and project management tasks.
- ◆ Contribute to the development and continuous improvement of processes, policies and procedures to ensure that highest standards of confidentiality and efficiency are maintained.
- ◆ Support the CEEO and leadership team in establishing a stakeholder focused, service oriented culture providing essential services to its internal and external stakeholders.
- ◆ Ensure a commitment to financial cost constraint and prudent use of resources so that the university can invest in its strategic priorities and ensuring portfolio compliance to procedures.
- ◆ Any other administrative support as appropriate.

TYPICAL/MAJOR CHALLENGES

- ◆ Maintaining knowledge of a broad range of stakeholder interactions and managing competing priorities.
- ◆ Using initiative to monitor and report on contemporaneous data and information systems in real time.
- ◆ Proactively managing schedules and diaries and ensuring that key reporting milestones are met.
- ◆ Planning and decision-making requiring consideration of the integration or impact of a range of University policies and requirements.
- ◆ Reviewing of current practice and delivery to ensure ongoing relevance and achieve continuous improvement/excellence.
- ◆ High degree of independent decision making as well as collaborative decision making in consultation with others.

LEVEL OF SUPERVISION

- ◆ Operates under broad direction from CEEO and may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

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KEY SELECTION CRITERIA

Essential

1. Knowledge or Training equivalent to: Post graduate qualifications or progress towards postgraduate qualifications and extensive relevant experience, or extensive experience and management expertise, or an equivalent combination of relevant experience and/or education.
2. Proven experience providing proactive, high-level support to a senior/executive staff, including complex diary and inbox management, prioritisation, anticipation of needs, and acting as a trusted gatekeeper.
3. Experience providing support to a group of leaders, ensuring effective operational functioning of a large and complex team,
4. Demonstrated project administration experience, including the use of project management tools, and evidence of the successful implementation of projects.
5. Demonstrated ability to research, benchmark, prepare, analyse and present reports and papers related to the position's area of responsibility, including the detailed analysis of data.
6. Highly developed ability to manage competing priorities, tight deadlines and changing demands, to prioritise work demands and to respond to urgent requests when required, while maintaining attention to detail and follow through.
7. Excellent interpersonal and communication skills (oral and written), presentation and report writing skills.
8. Demonstrated ability to engage effectively with senior and influential internal and external stakeholders.
9. Demonstrated capacity to work independently, and ensure continuous improvements to systems, processes and ways of working, including effective use of emerging technologies.
10. Ability to manage confidential and sensitive material.

11. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable

1. Experience providing high level advice in an educational context.

Org chart: Employment & Engagement

