

Job Requisition: R-40738 Senior Executive Assistant (Open)

Job Requisition	Job Description
<p>R-40738 Senior Executive Assistant (Open)</p>	<p>About This Opportunity</p> <p>The primary purpose of the position is to provide a high level of administrative and executive support to the Office of the Vice President, Advancement and Community Engagement (VPACE) inclusive of The Queensland Commitment Program Office.</p> <p>The Executive Services Unit (ESU) is hosted within the Office of the VPACE. The role is an integral part of the Executive Services Unit, which works to enable the success of the portfolios and ACE team members, across a broad range of functions, through seamless and professional executive and operational support services.</p> <p>The responsibilities required to fulfil the role include, but are not limited to:</p> <ul style="list-style-type: none"> • Provide professional and proactive executive assistance to senior executives, including calendaring, occasional travel, and assisting in the preparation of correspondence and meeting papers. • Maintaining an understanding of the portfolio's priorities, as well as key University staff, issues and projects. • Coordinating committee meeting/engagement activities, including scheduling, drafting relevant documentation, taking minutes and liaising with key partners and attendees. • Maintaining administration systems and processes to manage the day-to-day flow of business for the office. • Prioritising workflow to determine required action and priorities. • Organising functions, workshops, and events for the portfolio. • Coordinating and contributing to portfolio projects as required. • As required in response to work demand and absences, undertake a range of administrative and financial support duties within the remit of the Executive Services Unit, including (but not limited to): <ul style="list-style-type: none"> • supporting the implementation of onboarding, offboarding, safety, wellness, and team-building activities. • purchasing of office and stationery supplies, including IT and general office equipment. • managing the reimbursement of expenses and reconciliation of corporate cards and other financial processing. • any other duties as reasonably directed by the supervisor. <p>Other</p> <p>Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:</p> <ul style="list-style-type: none"> • The University's Code of Conduct. • The Council for Advancement and support of Education Statement of Ethics CASE Statement of Ethics

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	<ul style="list-style-type: none"> • Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School. • The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures. • Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University. <p>The role primarily provides executive assistance to the Vice President and Program Director within The Queensland Commitment Program Office. The role reports administratively to the Deputy Director, Office of the VPACE. The role frequently collaborates with other members of the ESU team, peers across the University, as well as representatives from external partner organisations.</p> <h3>About Advancement and Community Engagement</h3> <p>Throughout its history, The University of Queensland (UQ) has benefited from the support of its alumni and community through engagement, volunteering and philanthropic support. The St Lucia campus rests on land gifted through the Mayne siblings and the School of Veterinary Science continues to use farmland at Pinjarra Hills, donated to the University in the early 1920s. Today, the University continues to prioritise the importance of Advancement and Community Engagement including the successful delivery of UQ’s first comprehensive campaign, Not if, When – The Campaign to Create Change. When closed in 2020 the campaign had raised \$607M from 16,643 donors across 16 countries.</p> <p>We remain committed to positioning UQ as a worthy destination for philanthropy, ensuring future generations have access to educational opportunity and that we continue to deliver world leading research and innovation. Equally, our focus is on building strong relationships with more than 315,000 alumni worldwide, as Change Makers. Together we create opportunities to share knowledge, skills, ideas and provide mentoring and peer coaching opportunities, that provide lifelong beneficial partnerships. As the visible ‘front door’ to UQ, Advancement and Community Engagement also leads a program focused on enriching our communities through access to events, lectures, and outreach initiatives with a focus on the State as part of The Queensland Commitment.</p> <p>The Vice-President, Advancement and Community Engagement (VPACE) is a member of the University’s senior leadership group and advisor to the Vice-Chancellor on strategic fundraising and engagement strategy. The role is responsible for providing leadership, developing broad strategic direction and overall management for the fundraising, alumni and community engagement functions, with the objective of attracting substantial philanthropic investment and enhancing engagement opportunities with the University.</p> <p>The Office of the VPACE is supported by four portfolios:</p> <ul style="list-style-type: none"> • Advancement Services • Alumni and Community Engagement

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	<ul style="list-style-type: none"> • Philanthropy • The Queensland Commitment Program Office <p>For further information about Advancement and Community Engagement, see:</p> <ul style="list-style-type: none"> • alumni.uq.edu.au/giving • partners-community.uq.edu.au/queensland-commitment • stories.uq.edu.au/alumni/your-impact/index.html <h3>About You</h3> <p>We are seeking a motivated, organised and experienced Senior Executive Assistant to provide a high level of executive assistance and administrative support to the Office of the Vice-President Advancement and Community Engagement, inclusive of The Queensland Commitment Program Office.</p> <p>The selection criteria for the role includes:</p> <ul style="list-style-type: none"> • Excellent organisational and time management skills, with a proven ability to prioritise and demonstrate flexibility to meet frequent deadlines. • Excellent interpersonal and relationship management skills, including the ability to effectively collaborate with colleagues and partners at all levels. • The ability to maintain confidentiality and exercise discretion, diplomacy and judgment. • Strong problem-solving skills, and proven ability to proactively contribute to the operational efficiency of an organisational unit. • A demonstrated commitment to fostering a strong team culture. • A demonstrated capacity and desire to learn and grow. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in administration, business or executive support in a large and/or complex organisational context; or an equivalent combination of relevant experience and/or education/training. • Knowledge of administrative procedures, organisational structures and functions of the University of Queensland, or the ability to rapidly acquire this. • Experience relating to fundraising, and alumni and community engagement.