

# **Executive Assistant (3 positions available)**

**Learning and Teaching Unit, Academic Division (2 positions)**

**Administrative Division (1 position)**



**the university  
for the real world**

# About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

## Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

## QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

# About the Positions

## In the Learning and Teaching Unit, Academic Division:

The Executive Assistant provides executive support to the Learning and Teaching Unit including high level administration support, and planning and advice. The position works collaboratively with key stakeholders and other staff to deliver exceptional service and support.

Confidentiality, discretion and consistent sound judgement are critical attributes for this role.

The Executive Assistant displays outstanding organisational skills in supporting the Learning and Teaching Unit with time management, diary management, travel organisation and correspondence.

The position is also responsible for developing, refining and maintaining office administration processes and supporting the area in general administration.

This position reports to the Director, Next Gen Learning / Director, Student Success Group for supervision, workload management and for Performance Planning and Review (PPR).

## In the Administrative Division:

The Executive Assistant provides executive support to the Director, Governance, Legal and Performance and the Director, Campus Services and Procurement, including high level administration support, and planning and advice. The position works collaboratively with key stakeholders and other staff to deliver exceptional service and support.

Confidentiality, discretion and consistent sound judgement are critical attributes for this role.

The Executive Assistant displays outstanding organisational skills in supporting the Directors with time management, diary management, travel organisation and correspondence.

The position is also responsible for developing, refining and maintaining office

administration processes and supporting the area in general administration.

This position reports to the Director, Governance, Legal and Performance for supervision, workload management and for Performance Planning and Review (PPR).

### **Key responsibilities of the positions include:**

- Provide confidential executive support including proactive and tactical diary management, liaison with internal and external stakeholders, preparation for meetings, and preparing and drafting correspondence.
- Promptly and professionally answering, triaging, or redirecting incoming correspondence, ensuring that business is appropriately prioritised, and that outstanding matters are followed up and completed to deadlines.
- Manage documents and workflow, including incoming mail prioritisation.
- Drafting and proofreading correspondence or other documents and presentations, taking notes or minutes as required.
- Develop, implement and maintain systems and processes to ensure efficient operations of the office.
- Organise functions, training and events, including invitations, venue bookings, equipment hire, catering and visitor parking.
- Coordination of all travel arrangements for the Executive, visitors and others including itineraries, airfares, visa, car hire, accommodation and taxis including organising reconciliation and reimbursement of travel expenses and post travel finance reporting.
- Undertake data collection in order to provide information and/or advice on specific issues.
- Act as Secretary to committees and staff meetings, and provide minute taking duties for any other required meetings as requested.
- Assist in projects and audits, undertaking other significant administrative tasks as required.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant

classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;

- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses.

### **Type of appointment**

This appointment will be offered on an ongoing, full-time basis.

### **Location**

Kelvin Grove and Gardens Point campus.

## **Selection Criteria**

1. Education, training or relevant experience equivalent to completion of an associate diploma with at least two (2) years' subsequent relevant experience or an equivalent combination of relevant experience and/or education training.
2. High level interpersonal skills with the ability to provide confidential executive support with proven ability to collaborate and communicate with a wide range of internal and external stakeholders in a professional manner.
3. Demonstrated digital literacy skills including ability to effectively work with Microsoft suite of products as well as corporate systems and other information sources to extract and interpret data.
4. Demonstrated ability to use initiative to solve problems, manage priorities to meet deadlines, and work productively within a team to support a wide range of stakeholders internally, nationally and internationally.
5. Demonstrated high level written communication skills including the ability to draft memoranda, meeting agendas and minutes, correspondence, submissions and emails with a high degree of accuracy and attention to detail.
6. High level ability to manage time and tasks effectively including prioritising work, meeting deadlines and balancing competing demands as well as the ability to work effectively with limited supervision.

### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level 5 (HEW5) which has an annual remuneration range of \$79,424 to \$89,582 inclusive of an annual salary range of \$67,883 to \$76,566 and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.