

Executive Assistant to the Executive Dean

Faculty of Science

Academic Division



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.

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 Position

The Executive Assistant supports the Executive Dean, providing high level administration support in a complex and fast-paced environment.

The Executive Assistant leads the delivery of high quality, client-focussed service, proactively identifying and developing opportunities for improvement.

The Executive Assistant liaises with internal and external stakeholders at all levels, including internally within the university, and with government officials and industry leaders. Confidentiality, discretion and consistent sound judgement are critical attributes for this role.

This position reports to the Executive Dean for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide secretarial and executive assistant support to the Executive Dean, including proactive and tactical diary management, scheduling internal and external meetings in advance or at short notice, many of which involve attendees with complex diaries.
- Draft, proofread and update a wide range of documents including reports, submissions, policies and procedures, presentations, correspondence and conference papers with a high level of accuracy and attention to detail.
- Promptly and professionally responding to, triaging, or redirecting incoming correspondence, using exceptional judgement to ensure that business is appropriately prioritised, and that outstanding matters are completed to meet deadlines.
- Assist in delivering projects, compliance and accreditation activities and audits, and undertaking other significant administrative tasks as required.
- Maintain records management systems for the office including responsibility for capturing records and documents on the

university's electronic records management system.

- Act as Secretary to Faculty committees and staff meetings, and provide minute taking duties for other meetings as required.
- Arrange functions, training and events, including invitations, venue bookings, equipment hire, catering and visitor parking.
- Develop, implement and maintain systems and processes to ensure efficient operations of the office.
- Undertake research, investigation and/or data collection in order to provide information and advice on specific issues.
- Undertake duties related to academic support as required.
- Comply with health, safety and environment 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

Gardens Point campus.

Selection Criteria

1. Education, training and/or experience equivalent to completion of a degree combined with relevant work experience, or extensive experience in an executive assistant capacity.
2. Demonstrated ability to plan and work efficiently with multiple competing deadlines and minimal supervision.
3. Advanced written and oral communication skills with demonstrated ability to write and edit a diverse range of high-quality materials.
4. Highly developed digital literacy skills including advanced experience in the use of the Microsoft suite of products, with the ability to quickly adapt to other products and technologies.

5. Demonstrated ability to apply reasoning, judgement and analytical skills in resolving issues in a complex environment.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 6 (HEW6) which has an annual remuneration range of \$92,134 to \$99,761 pa. Which includes an annual salary range of \$78,747 to \$85,266 pa 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.

