

Executive Assistant

Marketing and Communication

Chancellery 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 Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

About Marketing and Communication

The Marketing and Communication Department is responsible for:

- Building and protecting QUT's brand and reputation
- Engaging and recruiting future students
- Ensuring communications from QUT are effective and of high professional standard.

As well as professional services provided to the university community, the Department is responsible for a variety of corporate communication functions and oversees relevant policies, protocols and governance arrangements.

About the Position

The Executive Assistant provides executive support to the Executive Director, Marketing and Communication. Executive support includes high level administration support, planning and advice, working collaboratively with key stakeholders and other staff. Confidentiality, discretion and consistent sound judgement are critical attributes for this role.

The position requires outstanding organisational skills supporting the Executive Director, Marketing and Communication with time management, diary management, updating and creating office administration processes, correspondence and general administration support.

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

Key responsibilities 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 Director and visitors, including itineraries, airfares, visa, car hire, accommodation and taxis as well as 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, 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

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or relevant experience equivalent to completion of an associate diploma with at least two years subsequent relevant work experience.
2. High level interpersonal skills with the ability to provide confidential executive support with proven ability to collaborate and communicate with a range of people at all levels both internally and externally, in a professional manner.
3. Demonstrated digital literacy skills including the ability to effectively work with the 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 and work productively within a team with limited supervision 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 embrace change and respond to unexpected challenges at short notice.

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 pa. Which is inclusive of an annual salary range of \$67,883 to \$76,566 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.

