



EXECUTIVE ASSISTANT

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor (Indonesia)
FACULTY/DIVISION	Office of the Pro Vice-Chancellor (Indonesia)
CLASSIFICATION	HEW 6
DESIGNATED CAMPUS OR LOCATION	Monash Indonesia

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

In establishing the Monash Indonesia campus the University is continuing its commitment to being a truly global university. This new Monash campus joins a dynamic network alongside the highly successful Monash University Malaysia, as well as our partnered campuses in Suzhou, China and Mumbai, India.

The campus will make a strong and distinctive contribution to Indonesia's social, economic and technological development. Through the addition of this campus to our global network, Monash is cementing its position as a truly global university focused on making a positive global impact. Indonesia is a key partner for Australia and the University, and we're committed to building our existing, and forging new, lasting relationships.

Monash Indonesia will build and strengthen existing ties between Australia and Indonesia, and offer staff, students, alumni and partners collaborative opportunities with a world top 100 university operating across five countries in the Asia Pacific region. We will pave new pathways for students who desire a global education and be awarded at the conclusion of their studies with a world-class Monash University degree.

POSITION PURPOSE

The Executive Assistant provides a range of high-level secretarial, administrative and office management services supporting the operations of the office of the Pro Vice-Chancellor and President (Indonesia) and other senior managers and colleagues at Monash Indonesia as required.

The Executive Assistant undertakes key support functions to ensure the smooth and professional operation of the office including: drafting and editing correspondence, papers and reports, facilitating communication and workflow, scheduling meetings, event coordination, providing secretarial support for committees and working groups, managing and screening telephone calls, diary management and liaising with Monash University staff across all international campuses, and external bodies.

The Executive Assistant operates with excellence in process and judgement to provide sound and timely advice and executive support to clients, staff and other stakeholders.

Reporting Line: The position reports to the Pro Vice-Chancellor and President (Indonesia)

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Provide a range of executive support and office administration services including: facilitating communication and workflow, producing and editing papers, briefings, presentations and other written advice, calendar and travel management, meeting coordination, applying and advising on policy and coordinating events such as workshops, functions and conferences
2. Provide executive support services to committees, working groups and projects, including organising venues, preparing agendas and meeting documents, taking and preparing minutes and implementing and following-up action items
3. Liaise with and act as conduit between senior managers and stakeholders, colleagues and clients on a variety of organisational matters including facilitation of meetings, travel and communication
4. Undertake research, investigate options and provide recommendations and advice on a range of administrative issues
5. Actively participate in continuous improvement activities to streamline processes and facilitate administrative efficiency
6. Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
7. Build and sustain effective working relationships with a network of internal and external contacts to facilitate communication, understand business needs and deliver effective, consistent services
8. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - a degree in a relevant field with subsequent relevant experience, or
 - extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience providing excellent and professional administrative and executive support services in a busy and complex English working environment
3. Strong administrative skills, including demonstrated accuracy and attention to detail, ability to draft and preparing a range of documentation and appropriately handle confidential and sensitive information
4. Excellent time management and organisational skills with the ability to set priorities and meet deadlines
5. Demonstrated ability to work as an effective member of a team and ability to exercise independence, judgement and initiative
6. Excellent analytical and problem solving skills
7. Proven high level written and oral communication (both English and Indonesian) and interpersonal skills, including the ability to interact with a diverse range of clients

8. Demonstrated ability to effectively prepare and present complex information to a variety of stakeholders across various channels
9. Highly developed computer literacy, including experience using business software such as Microsoft Office

OTHER JOB RELATED INFORMATION

- Willing to travel as required
- Non-standard working hours may be required from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position may require a successful National Police Record check
- This position will require a successful Medical check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.