

Position Title	Executive Assistant – Corporate Services
Portfolio	Corporate Services
Division	Corporate Services
Department/Cost Centre	Corporate Services - 05001
Classification	TBC
Position Number/s	101078
Reporting to	Executive Manager - Corporate Services
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Corporate Services portfolio is responsible for providing high level strategic planning and operational support, research and advice and administration to the CEO, senior management and the Board across finance, facilities master planning, occupational health and safety, student support services and digital innovation and ICT functions.

Position Overview (Your Opportunity)

As a member of the Executive Administrative Team, the Executive Assistant supports the Institute's Executive Managers in particular the Executive Manager - Corporate Services, and the Institute Management Group (IMG), in the development of positive working relationships with a broad range of Institute clients including government agencies and external suppliers and contractors. The position establishes and maintains positive working relationships with all senior staff of the Institute, Institute Board members, senior staff of other educational institutions, Higher Education and Skills Group, Victorian TAFE Association and members of the community.

The Executive Assistant is pivotal in supporting the communication, leadership and management role of the Institute Executive Team (IET). The incumbent works autonomously for most day to day operations, and will work without supervision for extended periods. The position requires initiative, strong organisational skills and the ability to develop a sound understanding of the operations of Institute.

As one of the first points of contact for the Executive Office, the position fulfils an important public relations and customer service function providing a high level of customer service including up to date and relevant information on matters applicable to the Institute Executive Team and the Executive Manager – Corporate Services.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- As part of the Executive Administration Team;
 - Provide project management expertise, systems administration and contract management support to ensure that operational and strategic objectives are met
 - Coordinate the IET's diary and screen all correspondence so the Executive Team remains unhindered by matters that can be attended to by other responsible staff
 - Provide high level administrative and confidential executive support services including dealing with sensitive and confidential issues
 - Prepare correspondence, presentations and other documents on behalf of the members of the Executive Team generally and the Executive Manager - Corporate Services particularly
 - Coordinate the preparation of agendas, minutes and action registers for meetings associated with the operation of the Executive Office including IET meetings and act as minute secretary for appropriate committees and working groups
 - Make domestic and international travel arrangements on behalf of the IET.
- Assist the Executive Manager - Corporate Services and other members of the IET in the preparation and production of a wide range of submissions, proposals, visual communication concepts, policies and procedures for distribution to Institute Board and Committees, Executive Management Team, and external organisations.
- Liaise with internal marketing staff to ensure that activities of the Institute are scoped, and regularly and positively reported in the local and wider media as required.
- Establish and maintain effective working relationships with external clients at all levels, develop networks and liaise with government agencies, suppliers and contractors to meet the Institute's business requirements.
- Liaise, advise and consult with the IET and senior staff and to ensure the timely flow and preparation of information to assist with the efficient operation of the Executive Office and the Institute as a whole.
- Perform administrative functions in preparing the tender documentation for property and equipment disposal and acquisition, and have sound knowledge and understanding of the associated legal processes and government acquisition procedures.
- Coordinate all requirements for the successful delivery of the Audit, Risk & Compliance Committee, Infrastructure Committee, SWTAFE Foundation and OHS & Emergency Planning Committee meetings, including the preparation of meeting papers, minutes, actions and other operational considerations
- Coordinate all requirements for the successful completion of the Institute's Annual Report, including the preparation and submission of the report to the Department of the Office of TAFE Coordination and Delivery (OTCD)
- Coordinate the Institute insurance requirements, liaise extensively with insurance companies, have sound knowledge of all policies and procedures, advise staff on obligations and responsibilities and co-ordinate and manage all claims.
- Coordinate and analyse the collection of general information, statistical data and develop appropriate reports to be provided to the IET, government agencies and other relevant authorities necessary to meet reporting and funding obligations.
- Coordinate and monitor contractual reporting requirements within the Portfolio.
- Work in conjunction with the Executive Manager – Corporate Services to ensure any relevant projects are developed and implemented to meet key project milestones and agreed scope and budget
- A proactive approach, and proven time management skills, with a demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules
- Support the broader Executive team when coverage is required.
- Prepare and process invoices, requisitions and credit card statements as required for Finance
- Coordinate special events within the Corporate Services Portfolio as required
- Coordinate data reports as required and address within a timely manner

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Substantial experience at a senior level in the provision of executive administrative support including excellent organisation skills and the ability to establish and maintain effective office management systems and records.
- Demonstrated understanding of and ability to act with confidentiality, sensitivity and judgement in assessing, prioritising, and implementing actions on behalf of the members of the IET.
- Demonstrated ability to meet deadlines, achieve goals and to work concurrently on, and prioritise, multiple tasks and work schedules. Flexibility with working arrangements is essential.
- Advanced competence in the use of the Windows operating environment, including a sound operational knowledge of the MS Office and Adobe products, Internet based applications, and database (CRM) retrieval management software.
- Effective interpersonal, verbal and written communication skills, including the ability to deal effectively and efficiently with issues of a confidential nature as well as providing a high level of general and specific support and advice.
- Demonstrated skills to build strong client relationships with key stakeholders and the ability to interact effectively with a diverse range of people.

Qualifications and Requirements

Mandatory requirements

- A degree in business administration (or similar discipline) with relevant experience. Lesser formal qualifications with substantial experience (5+ years) and expertise in an administrative or business environment may be considered
- Project Management and associated administration experience
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Previous experience in an Executive Assistant role
- Experience in the Vocational Education & Training (VET) Industry and/or educational environment

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Shannyn Martin	12/01/2023

Position Description

Approved by	Department Executive Manager	Shannyn Martin	12/01/2023
P&C review	People & Culture	General Review	19/01/2023
Agreed by	Incumbent		