

**Faculty of Science and Information Technology**

**Executive Assistant (Part-time, 3 days per week)**

**School of Mathematical and Physical Sciences**

**Position No. 1013**

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**General Information**

An exciting opportunity exists for you to work with a world-class research team including a soon-to be appointed Laureate Professor in Mathematical Science and four other recently appointed academic staff. To excel in this diverse role you will draw upon your exceptional organisational and interpersonal skills. Your previous experience in the management of research grants will be highly regarded.

This position is available on a fixed term basis for a period of 18 months, with the possibility of further extensions.

**Position Description**

Classification: HEW Level 6

Faculty/Division: Faculty of Science and Information Technology

School/Branch: School of Mathematical and Physical Sciences

Immediate Supervisor: School Executive Officer

*Supervision/Management/Leadership*

Be responsible to Laureate Professor Jonathan Borwein for the provision of administrative/research support services, under line management supervision of the School Executive Officer.

*Task level and Typical Activities*

Manage efficiently and effectively the day-to-day operations of the office of the Laureate Professor.

Undertake research, prepare documentation and draft correspondence in association with the Laureate Professor including grant and ethics applications and research publications.

Provide assistance in workshop and conference organisation including travel arrangements and visits to the School by external persons and organisations.

Provide assistance in outreach and publicity activities by liaising effectively with internal and external stakeholders.

Provide assistance, as appropriate, to other members of the Laureate Professor's research team: academic staff, academic visitors, research students and research associates

Be familiar with, and observe the University's policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

Undertake any other duties relevant and appropriate to this level.

### *Organisational Knowledge and Impact*

Provide local authoritative advice in the context of varying circumstances.

Be familiar with, and observe the University's policy and procedures on Equity and Diversity, Managing for Performance and Occupational Health and Safety in the performance of the responsibilities of the position.

Apply a detailed knowledge of work unit policies, systems and procedures, and their interaction with policies, systems and procedures in any related areas.

### *Judgement, Independence and Problem Solving*

Able to work independently under broad direction using established techniques and practices.

Exercise discretionary skills, and apply theoretical knowledge and techniques to a range of procedures and tasks.

Demonstrate analytical and problem solving skills within relevant rules and guidelines, form conclusions and provide recommendations to senior staff.

### **Selection Criteria**

- A degree with subsequent relevant experience or an equivalent combination of relevant experience and /or education and /or training
- Experience in the management of research grants - application, budgeting, monitoring and organising of expenditure and reporting using word processor and spreadsheet tools, and corporate systems.
- Experience in interpreting policy and providing advice using interpretative, communication and problem solving skills
- Demonstrated ability to apply initiative.
- Demonstrated ability to resolve complex issues.
- High level organisational and communication skills (both oral and written).
- Demonstrated ability to work effectively both independently and as part of a team
- Demonstrated ability to interact with staff and the community of varying backgrounds and levels of responsibility.

### **Desirable Criteria**

- Experience with educational or scientific outreach activities.
- Work experience in the education sector.

### **Conditions and Benefits**

HEW Level 6 \$54,582 to \$60,227 per annum. (This will be paid on a pro-rata basis for part-time)

The basic contribution for superannuation will be made by the University into Unisuper Accumulation 1. Contributory superannuation with additional employer contributions is not available with this appointment.

A range of flexible salary packaging options is also available.

Further information on benefits and conditions of employment is available at the following link:  
<http://www.newcastle.edu.au/service/employment/conditions.html>

### **Further Information**

For additional information on the position contact Vicki Gumbleton on (02) 4921 5539 or email [Vicki.Gumbleton@newcastle.edu.au](mailto:Vicki.Gumbleton@newcastle.edu.au).

## Related Links

- [Faculty of Science and Information Technology](#)
- [School of Mathematical and Physical Sciences](#)
- [University of Newcastle Annual Report](#)

## Closing Date

Applications close on Sunday 3 August.

**Note:** Your application must include a statement addressing the selection criteria.

All applications must include the Application for Employment Cover Sheet ([PDF](#) or [MS Word](#)) including an email and/or fax address for each nominated referee.

Please read the important information contained via the [How to apply](#) link before submitting your application.

## Submitting Your Application

DO NOT send your application to the Faculty or Division in which the position is located.

### Internal Applicants

**Current University of Newcastle staff members MUST use [HRonline](#) to lodge their application.**

- Log into [HRonline](#)
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for

### External Applicants

Please forward your application **by email** to: [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) quoting the position number and position title in the subject field.

Note: Applications and attachments must be in Microsoft Word (Version 6.0 or later); Rich Text Format, or PDF.

If you do not have access to email you may mail or fax your application.

Mailed or Delivered applications should be stapled or clipped securely at the top left corner with the Application Cover Sheet ([PDF](#) or [MS Word](#)) on top.

Do not use binders, folders or plastic sleeves as your application may need to be photocopied.

Deliver or Mail one (1) copy of your application, marked "Confidential" and indicating the Position number to:

Human Resource Services Team  
Level 1, The Chancellery  
University of Newcastle  
CALLAGHAN NSW 2308  
Australia

Alternatively, fax one (1) copy of your application to

Confidential Fax on (+61 2) 4921 5285.

Applicants are responsible for ensuring the receipt of faxed applications.  
You may telephone (+61 2) 4921 5266 during business hours (AEST) to confirm receipt of your Fax transmission.

*The University of Newcastle values [equity and diversity](#).*