

Faculty of Science and Information Technology

Executive Officer

Office of the Pro Vice-Chancellor

Position No. 1023

General Information

Put your best foot forward with this fantastic career opportunity!

This high-profile position requires a well-presented professional with superior communication skills to lead the Faculty administration to ensure the provision of effective and efficient support services to the Faculty. Your demonstrated initiative and openness to new ideas including the ability to facilitate change will ensure your success in this diverse and challenging role.

In return, we will offer you supportive and flexible work environment. We value work-life balance and are an equal opportunity employer.

The position is available on a full-time, continuing basis.

Position Description

ROLE:	FACULTY EXECUTIVE OFFICER
HEW LEVEL:	HEW 9
FACULTY/DIVISION:	FACULTY OF SCIENCE AND INFORMATION TECHNOLOGY
IMMEDIATE SUPERVISOR:	PRO VICE-CHANCELLOR

Role Statement

Lead the Faculty administration to ensure the provision of effective and efficient support services to the Faculty that align with University policy and service standards.

As a member of the Faculty Executive provide strategic support and advice with respect to administration and services to the Faculty and contribute to relevant University projects.

Role Description

Supervision/Management/Leadership

Be responsible to the Pro Vice-Chancellor for the provision of senior administrative support and policy advice and implementation to ensure the effective and efficient delivery of services.

Provide effective leadership, management and professional development/training of School Executive Officers and Faculty Administration staff.

Provide effective support and timely advice to all Faculty and Unit Managers with respect to administration and services.

Task level and Typical Activities

Manage the overall administrative operations of the Faculty Office/PVC Unit.

Oversee the multi-campus operations of the schools/units within the Faculty encompassing areas such as corporate governance, finance, human resources, marketing, international, facilities, information technology and general office support functions.

Undertake research and provide policy advice and background for the Pro Vice-Chancellor as required.

Prepare and write reports and documents, including memorandums of understanding and service level agreements, for the Pro Vice-Chancellor.

Manage performance, staff development and staff profiles of support staff for the Faculty.

Negotiate and manage resource allocation as it relates to the provision of operational and administrative services within the Faculty.

On behalf of the Pro Vice-Chancellor act as a primary point of contact with external organisations and other University units on services and administrative matters as required.

Liaise and build strong relationships with School Executive Officers, other Faculty Managers, Assistant Academic Registrars and key University Services personnel to ensure a consistent approach throughout the Faculty and across the University on administrative matters.

Undertake any other duties relevant and appropriate to this level as assigned by the Pro Vice-Chancellor.

Organisational Knowledge

Apply University policy and procedures including Equity and Diversity and Occupational Health and Safety in the management of staff and in the performance of the responsibilities of the position.

Liaise with Assistant Academic Registrars, Governance and Policy and external government agencies in the integration of University policy and external environment requirements eg government legislation, codes and guidelines into Faculty administrative processes to ensure compliance.

Implement projects involving major change in the Faculty's administrative functions in consultation and through negotiation with the Project Managers and University Services portfolios.

Judgement, Independence and Problem Solving

Allocate Faculty administrative resources in accordance with staff profile and Faculty strategic and operational plans.

Provide strategic support and advice to Schools/Units within the Faculty on the integration of internal and external policies and demands.

Influence the establishment of priorities and project implementation within the Shared Services Model.

Identify and promote service solutions to respective corporate portfolio heads so as to enhance organisational performance.

Selection Criteria

- A degree with extensive subsequent relevant experience; or extensive experience and management expertise in technical or administrative field or an equivalent combination of relevant experience and or education/training.
- Demonstrated ability to supervise staff and encourage staff development and commitment to the Faculty's vision for administrative staff.
- High level organisational skills with the ability to meet competing deadlines.
- Strong written and oral communication skills.
- Demonstrated research skills.

- Excellent problem solving skills including the capability for lateral thinking and conceptual and analytical skills.
- Demonstrated initiative and openness to new ideas including the ability to facilitate change.
- Demonstrated ability to strengthen and integrate Equity and Diversity, OHS and Performance Management principles in the management of staff and capacity to implement relevant plans and policies.
- Broad knowledge and understanding of the issues confronting the higher education sector.

Conditions and Benefits

HEW Level 9 \$80,628 to \$86,386

Compulsory contributory superannuation is a condition of employment plus generous employer contribution of 17%.

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 Margaret Lane, Faculty Executive Officer, on (02) 4921 5242 or Margaret.Lane@newcastle.edu.au .

Related Links

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

Closing Date

Applications close on **Wednesday 10 September 2008**.

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 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](#).