



POSITION DESCRIPTION

JOB TITLE	Executive Officer, UNE Life
BUSINESS UNIT	UNE Life
REPORTING TO	CEO, UNE Life
LOCATION	Armidale
CLASSIFICATION	Higher Education Industry (General) Staff Award 2010 – Level 6
DATE	22 February 2021

PURPOSE OF THE POSITION

Under broad direction, the Executive Officer provides high level operational and professional support, and the coordination of activities associated with UNE Life Senior Executive Team.

The Executive Officer also undertakes high level project work, ensuring adequate resource allocation, identifying and implementing administrative solutions to UNE Life operations, and developing plans and solutions to underpin UNE Life's strategic direction.

ORGANISATIONAL CONTEXT

UNE Life is a wholly owned, not-for-profit entity of the University of New England independently governed by a Board of Directors and managed by a Director. We are a business dedicated to enhancing the experience of our students, staff and community through the provision of quality and innovative service both on-campus and on-line in our wider community.

UNELife is currently divided into five (5) business units:

- Commercial Services - incorporating our retail outlets, restaurant and cafes, catering and cinema businesses.
- SportUNE – incorporating our gym, on campus sporting facilities, and recreational facilities/activities.
- Safety, Security & Information/Event Management
- Corporate Services – finance, governance, information management and human resources.
- Student Experience – incorporating Tune!FM (student radio), Clubs & Societies, and Advocacy & Welfare

Our success to date has been built upon our ability to deliver a financially viable business whilst maintaining a relentless focus on performance and service excellence.



KEY ACCOUNTABILITIES

- Coordinating administrative actions leading to, or arising from, decisions made by senior staff; including the development and implementation of complex systems/procedures/processes.
- Provide high level administrative support to senior staff, in contributing to overall operational and/or strategic planning, financial and resource management.
- Undertake and manage high level project work, including coordination of expertise across UNE Life, its stakeholders, and external engagement in managing deadlines and monitoring project resources.
- Coordinating administrative/project operations/ events including allocation of resources, performance management, and induction/training of staff, for these occasions.
- Assist with business development/improvement opportunities and contribute to these activities which may involve technology solutions.
- Undertake research on complex matters and prepare recommendations, reports, guidelines, briefings, discussion and strategy papers.
- Prepare information for senior management on strategic and operational issues, to present to the Board or other stakeholders.
- Comply with all UNE Life's policies and procedures, specifically those relating to equal opportunity, risk management, workplace health and safety, and quality assurance along with legislative requirements as they relate to the position and exhibit good practice.

LEADERSHIP ACCOUNTABILITIES

- Manage accountabilities and deliverables within prescribed budget parameters.
- Espouse UNE Life values
- Ensure UNE Life meets its legislative/compliance obligations
- Promote a safe, efficient, and effective work environment by promoting a positive, healthy, safe and innovative work environment.
- Promote a harmonious and inclusive workplace free of discrimination, harassment and bullying.
- Contribute to the development of a culture of continuous improvement.
- Develop and maintain effective relationships, alliances and networks within the community.

KEY RELATIONSHIPS

- External Stakeholders
 - University of New England staff and Executive
 - UNE Life partners/sponsors



- Suppliers
- Community
- Contractors, etc
- Internal Stakeholders:
 - UNE Life Board
 - UNE Students
 - UNE Life staff

SELECTION CRITERIA

1. This role requires a skill level which assumes and requires knowledge or training equivalent to:
 - a. Completion of a relevant degree with relevant experience; and/or extensive experience and specialist expertise in a relevant area; or an
 - b. An equivalent combination of relevant experience and/or education/training.
2. Demonstrated high-level organisational and administrative skills with the ability to undertake tasks and projects in line with existing policy, and the ability to exercise high level diagnostic and problem solving skills.
3. Demonstrated ability in overseeing the flow of information and work in a dynamic and busy office environment.
4. Demonstrated high level of computer literacy and competency, and ability to use, or adapt to, a range of software, from Microsoft Office Suite, to specific industry point of sale solutions.
5. Demonstrated ability to develop policy and procedures, undertake research and prepare and present papers/reports, and to provide executive support to committees.
6. Demonstrated high level interpersonal and communication skills particularly in relation to communication, with a diverse range of stakeholders, including senior staff of the University and external stakeholders.

SPECIAL REQUIREMENTS

1. Current driving license and the ability to travel between sites as required.

POSITION DIMENSIONS

Work Health and Safety Statement

Cooperate with all health and safety policies and procedures and take all reasonable care to ensure actions do not impact on the health and safety of staff, students, visitors and members of the public.



Equal Employment Opportunity

Ensure that the principles of equal employment opportunities are implemented promoted and adhered.

