

Position Description – Project Officer

About the School

ANZSOG is recognised globally as a leading provider of executive-level education for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by academics from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au/>

Position Statement

The Project Officer reports to the Executive Officer and Lead Secretariat and is responsible for providing high quality and flexible project, administrative and secretarial support to the Chief Operating Officer (COO). This position also supports the Executive Officer to the Dean and CEO who is responsible for providing efficient, professional and confidential executive support to the Dean and CEO of ANZSOG.

Responsibilities

The Project Officer is primarily responsible for:

- Providing project management and executive support to the COO.
- The online organisation and review of company policies and procedures, helping to communicate key messages and facilitate cross-organisation collaboration.
- Supporting implementation and compliance with new organisational administrative policies and procedures as required.
- Assist the Company Secretary with preparation of Board and ELT sub-committee agendas, reports and minutes during periods of annual leave for other Governance team members.

- Assist the Executive Officer to the Dean and CEO in their core responsibility to provide high-level administrative and secretarial support to the Dean and CEO including diary and email management, travel bookings, preparing correspondence and proofreading messaging from the Dean and CEO.
- Coordinate through relevant staff, organisational activities requiring participation, involvement or responses by the Dean and CEO and the COO.
- Apply the utmost discretion when dealing with sensitive and confidential matters and contribute to the professional, proactive and collaborative culture within ANZSOG.
- Positively and proactively contribute to the capability of the Executive Support Team by sharing knowledge, transference of skills and exchanging of ideas.

Key Selection Criteria

Essential

Qualifications

- Tertiary qualifications in business administration, a related discipline or equivalent experience. Relevant information technology qualifications.
- At least 5 years administrative experience including at executive level.

Skills

- Superior oral and written communications skills, and interpersonal, stakeholder relationship management and conflict resolution skills.
- An understanding of information management at a governance level including demonstrated experience in professional standard minute taking.
- Proven experience working in a fast-paced environment with a positive attitude.
- The ability to work autonomously whilst applying sound judgement and appropriate discretion and confidentiality.
- Strong organisation and workload management skills and the ability to confidently prioritise work as required.
- Experience with the drafting and application of policies and procedures to ensure compliance with financial and human resource requirements.
- High level of competency in all Microsoft Office and related applications.
- High level of attention to detail.
- Ability to work cooperatively and flexibly to fulfil individual and team performance.
- An understanding of WH&S principles in the workplace and a capacity to work safely within these principles.

Desirable

- Experience working in the public sector or a university.
- Experience with Government and Parliamentarians.
- Other related qualifications eg administration, communication.

Other job-related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

- Interstate or international travel may be required

Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly, and we encourage job applications from Aboriginal & Torres Strait Island people, and people with disabilities.