

Position Description – *Executive Officer*

Updated 16 July 2026

POSITION DETAILS

Portfolio	<i>Office of the Vice-Chancellor</i>
Organisational Unit	<i>Office of the Vice-Chancellor</i>
Supervisor (Title)	<i>Chief of Staff</i>
Classification	<i>Higher Education Officer Level 8</i>
Employment Type	<i>Continuing, full-time</i>

POSITION SUMMARY

The **Executive Officer** plays a pivotal role in ensuring the efficient operation of the Office of the Vice-Chancellor by providing high-level strategic and operational support. The position is responsible for coordinating internal reporting processes, managing the preparation of high-quality papers, presentations, documents, and correspondence, and supporting governance functions to support University decision-making.

As a key liaison between senior leadership, governance bodies, and external stakeholders, this role demands exceptional judgement, problem-solving skills, and a proactive and solutions-oriented approach to managing complex operational and strategic matters.

The position also provides leadership and guidance to the Office of the Vice-Chancellor's administrative team, ensuring seamless workflow management, and high standards of service and responsiveness.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation and Excellence;
- demonstrate consistent alignment with the University's strategic priorities through daily decisions, teamwork and behaviours that reinforce the strategic intent;
- contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

Flinders University is committed to providing a safe, respectful and inclusive environment, free from gender-based violence. Appointment to this role is conditional on the completion of required pre-employment checks and declarations, each of which must be satisfactory to the University. This includes a Gender-Based Violence declaration, in accordance with the National Higher Education Code to Prevent and Respond to Gender-Based Violence (2025), and a Nationally Coordinated Criminal History Check.

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KEY POSITION RESPONSIBILITIES

The Executive Officer is accountable for:

Governance and reporting

1. Lead and coordinate internal reporting activities, including drafting and compiling reports, briefings, and papers for University governance bodies, committees, and external organisations.

Strategic coordination and project delivery

2. Lead or contribute to strategic projects and initiatives, assigned by the Chief of Staff, ensuring alignment with the University's priorities.
3. Support and manage responses to external organisations on behalf of Flinders University.
4. Provide high-level advice on the development and implementation of strategies, policies and procedures.
5. Attend and contribute to leadership meetings, ensuring appropriate follow-up and implementation of actions.

Stakeholder engagement and communication

6. Act as a key contact for high-level enquiries and issues, working across the University to coordinate timely resolution.
7. Develop high-quality reports, presentations, correspondence and submissions, including responses to complex requests from internal and external parties.
8. Coordinate and manage engagement with senior executives, governance bodies, and University stakeholders.

Executive and administrative oversight

9. Provide leadership and guidance to the administrative team within the Office of the Vice-Chancellor, ensuring a high level of responsiveness and efficiency.
10. Oversee the flow of correspondence, enquiries, and requests, ensuring timely and professional responses.
11. Identify opportunities to improve internal systems and processes to enhance the efficiency of the Office of the Vice-Chancellor.
12. Provide strategic advice to senior leadership on administrative and operational matters.
13. Assist in managing budgets within the Office of the Vice Chancellor, including tracking expenses and preparing financial reports.
14. Oversee the effective flow of work, including correspondence, requests, and issue resolution, tracking the progress of tasks and making necessary adjustments to ensure timely completion.
15. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

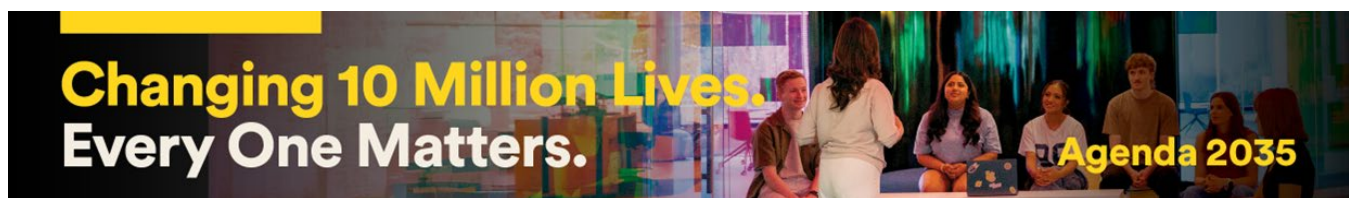
The Executive Officer will possess:

- Demonstrated experience in executive-level governance support, including preparation of reports, papers and presentations.
- Experience in developing and coordinating responses to government bodies, external organisations, and/or regulatory entities.

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- High level oral and written communication skills, including excellent interpersonal and negotiation skills, and the demonstrated ability to produce high quality reports, briefings and other materials.
- Demonstrated high level project management skills, including the ability to think strategically and develop functional and effective systems of work for well managed projects and teams.
- Advanced judgement and problem-solving skills including the ability to work autonomously, exercise initiative, establish priorities and manage complex tasks to completion within tight timeframes.
- Exceptional organisational skills, together with a proven ability to manage competing demands and maintain a high level of responsiveness in a dynamic environment.
- Strong leadership and team management skills, with the ability to oversee and guide administrative staff in a high-performance environment.
- Previous experience within the higher education sector would be highly advantageous.



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