

Position Description – Executive Officer

Updated 13/03/2026

POSITION DETAILS	
College/Portfolio	Office of the Vice-President, Corporate Services
Organisational Unit	College Services
Supervisor (Title)	Director of College Services
Classification	Higher Education Officer Level 8
Employment Type	Continuing, full-time

POSITION SUMMARY
Under broad direction, the Executive Officer provides high-level advice, analysis and support to the College/Portfolio leadership team and leadership to a small team of College/Portfolio operations support staff. This position is an important interface between the College/Portfolio leadership and the broader University and external community, requiring regular professional engagement with a diverse range of stakeholders. This position is also responsible for providing high-level coordination and support of priority projects and initiatives of the College/Portfolio.

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 <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <i>A Nationally Coordinated Criminal History Check which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i>

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KEY POSITION RESPONSIBILITIES

The Executive Officer works directly with the Vice-President and Executive Dean, and in collaboration with the College/Portfolio leadership team, is accountable for:

1. Managing and leading a team of service-oriented professionals, including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver high quality services.
2. Providing high-level advice and direction to the Senior Executive on the development and implementation of a broad range of strategies, policies and procedures relating to the relevant Portfolio.
3. Undertaking research and analysis across a broad range of issues and provide critical comment and briefings to Senior Management on strategic, operational and sector-wide issues relevant to their area.
4. Undertaking high-level project coordination and support.
5. Providing high-level advice and support to the Senior Management in the development of proposals, papers and strategic initiatives.
6. Drafting correspondence, reports, presentations and submissions on behalf of Senior Management, including responses to complex requests to both internal and external parties.
7. Assisting senior staff with the preparation and compilation of diverse and complex reports, presentations and management papers, through the provision of background material as required.
8. Providing high-level executive support to committees and working groups.
9. Establishing effective and strategic working relationships with the Senior Executive and other staff in the Vice-Chancellor's Office, Colleges, Research Institutes and Centres.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A relevant tertiary qualification, or equivalent combination of experience and/or education and/or training.
- Demonstrated high-level written communication skills, including demonstrated capacity to respond to enquiries autonomously and draft correspondence and high-quality reports with recommendations for complex and sensitive issues.
- Demonstrated experience in, and detailed knowledge of relevant frameworks and practices related to, researching, preparing, analysing, developing and implementing strategies, policies and procedures relevant to higher education.
- Demonstrated experience in leading and motivating a team of service-oriented professionals to deliver high quality services.
- High-level communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels.
- High-level organisational skills, including demonstrated ability in problem solving, priority setting and working to deadlines with high quality outcomes, apply attention to detail and relate tasks to the wider context.
- Demonstrated ability to exercise independent judgement within broad guidelines, take initiative and be flexible.
- Demonstrated ability to collate and distil information from a wide range of sources and assist with or prepare and compile briefing papers, proposals, presentations and background documents.

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