



EXECUTIVE OFFICER

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| DEPARTMENT/UNIT | School of Physics and Astronomy |
| FACULTY/DIVISION | Faculty of Science |
| CLASSIFICATION | HEW Level 7 |
| WORK LOCATION | Clayton campus |

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Faculty of Science works through frontiers via our research, teaching and our partnerships with industry, government and individual supporters. Our five Schools offer a large and diverse range of disciplines in undergraduate and postgraduate courses. Ten Schools from other university faculties contribute to science teaching at all levels, allowing students to choose their studies from physical, biological, biomedical, behavioural, environmental, mathematical and computer sciences. In terms of research, our respected researchers are at the top of their game. Their work spans the theoretical to the applied, contributes to new knowledge and technologies, and challenges how we interact with the world. For more information about our Faculty, please visit monash.edu/science.

The School of Physics and Astronomy is a School located within the Faculty of Science. It aims to position itself as one of the top physics and astronomy research and teaching departments in Australia. The School is committed to teaching and research of the highest quality in astronomy, astrophysics, experimental physics, and theoretical physics. We are strongly committed to improving the diversity of our staff and students, and promoting a culture of equality, fairness, respect and openness. In 2015, the School received a Bronze Pleiades Award - Recognising Commitment to Advancing Women in Astronomy. This is an important first step in affirming women within the School, one that we can build upon. For more information about our School, please visit: physics.monash.edu.

The ARC CoE in Future Low-Energy Electronics Technologies (FLEET) is an international innovator in novel electronics technologies. Enabled by the new science of atomically thin materials, FLEET brings together over 40 world-leading experts to develop a new generation of ultra-low power devices. The team is highly interdisciplinary with high-profile researchers from atomic physics, condensed matter physics, materials science, electronics, nanofabrication and atomically thin materials.

With over \$40M investment from the ARC and contributing organisations, FLEET is poised to make significant global impact in the electronics and energy sectors. By building strategic and strong partnerships with Australian and international industry, research institutions and government, FLEET aims to build capacity for advanced

electronics research in Australia and train the workforce for the next generation of electronic materials researchers and future semiconductor industry. To learn more about FLEET, please visit our website: fleet.org.au.

At FLEET, we are committed to gender equity. Our goal is to achieve at least 30% women researchers and higher degree by research (HDR) students across FLEET. Please visit fleet.org.au/equity to learn more. We are also passionate about building future leaders in the field. All of our early career researchers and HDR students will take part in a comprehensive training program incorporating excellent supervision and professional development. To learn more about benefits of working with us, please visit fleet.org.au/collaborate.

POSITION PURPOSE

The Executive Officer provides a range of complex administrative, project and governance services to support the FLEET Executive Committee as directed. The Executive Officer will play a critical role in supporting the Executive Committee, with membership across seven nodes, to deliver key services and initiatives.

The Executive Officer provides administrative support to FLEET Special Governance Committees. The successful incumbent will also coordinate reporting activities with administrators across all seven FLEET nodes, implementing and overseeing a reporting database, ensuring timely compliance from all nodes, and providing key inputs to the FLEET Annual Report.

Reporting Line: The position reports to the FLEET Chief Operating Officer, under general direction

Supervisory Responsibilities: Not applicable

Financial delegation and/or budget responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Coordinate the reporting activities across the FLEET nodes, including implementing and maintaining administrative databases and information on performance of KPIs
2. Undertake budget and resource management reporting, including preparing budget reports and analysis and monitoring financial performance / expenditure
3. Act as secretary at FLEET executive team meetings and other meetings as required, preparing meeting agenda and papers, recording, editing and distributing meeting minutes and liaising with team members between meetings
4. Act as executive assistant to the FLEET director and chief operating officer, whilst ensuring high levels of confidentiality and discretion
5. Plan, coordinate and undertake specialised administrative tasks associated with the delivery of FLEET infrastructure, IT resources for staff, students and visitors
6. Work with FLEET special governance committees to deliver high-quality services and programs
7. Participate in project work, including project planning, coordinating resources, staff and student travel requisitions and visitor management, actively participating in continuous improvement initiatives enhancing the efficiency and effectiveness of policies, processes and systems
8. Build and sustain effective working relationships with a network of internal and external contacts

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - a degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Experience in providing high-quality professional administrative support services in a complex, multidisciplinary environment
3. Demonstrated experience and expertise in financial administration
4. Highly-developed administrative skills, including computer literacy, excellent attention to detail / accuracy, and an ability to handle confidential information and a record of organising priorities to meet deadlines
5. Highly-developed communication skills, including the ability to prepare a range of documentation for various audiences and to interact with and gain commitment from a diverse range of stakeholders
6. Strong analytical, research and problem-solving skills
7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgment and initiative
8. A background in science, science communication, and/or outreach activities

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- 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

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.