

Executive Officer (Heo 8)

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Company: University Of South Australia

Location: South Australia

Category: other-general

Based in UniSA STEM at the Mawson Lakes campus Full-time, continuing opportunity Salary: \$108,351 - \$122,046 per annum (plus 17% superannuation) About You You are an experienced flexible and resilient Executive Officer who is passionate about providing exceptional advice and support. You are creative, enterprising, and innovative, and your warm and engaging interpersonal skills allow you to easily build rapport and influence at all levels of an organisation. You are highly analytical, and have strong research skills, enabling the effective synthesis of relevant information and data and the provision of insightful and innovative advice. You have exceptional writing skills and can prioritise competing demands effectively and calmly. You have exceptional leadership skills, guiding your team through mentoring and role modelling and creating an inclusive and positive team culture. About the Role Reporting to the General Manager: UniSA STEM , you will provide high level executive and project management services to the executive team, including strategic advice, managing communications and projects and implementing strategies to support the achievement of strategic and operational a key professional staff member supporting the executive team you will work closely with the Executive Dean, Deans of Programs, Dean of Research, and General Manager to ensure the effective management of UniSA STEM and make a proactive contribution to the delivery of world class teaching, research and education services. About UniSA The University of South Australia is Australia's University of Enterprise. Our culture of innovation is anchored around global and national links to academic, research and industry partners. Our graduates are the new urban professionals, global citizens at ease with the world and ready to create and

respond to change. Our research is inventive and adventurous and we create new knowledge that is central to global economic and social prosperity. Essential Skills and Experience Tertiary qualifications or equivalent demonstrable knowledge, skills and experience in a complex service-oriented organisation Highly developed writing and editing skills developed across a range of media including reports, speeches and presentations for a wide range of audiences. Proven analytical and research skills to enable the effective synthesis of relevant information and data and the provision of insightful and innovative advice Experience in building high performing and resilient teams supported by constructive supervision and performance development Successful achievement in leading and managing effective partnerships with diverse internal and external stakeholders Based in UniSA STEM at the Mawson Lakes campus Full-time, continuing opportunity Salary: \$108,351 - \$122,046 per annum (plus 17% superannuation) About You You are an experienced flexible and resilient Executive Officer who is passionate about providing exceptional advice and support. You are creative, enterprising, and innovative, and your warm and engaging interpersonal skills allow you to easily build rapport and influence at all levels of an organisation. You are highly analytical, and have strong research skills, enabling the effective synthesis of relevant information and data and the provision of insightful and innovative advice. You have exceptional writing skills and can prioritise competing demands effectively and calmly. You have exceptional leadership skills, guiding your team through mentoring and role modelling and creating an inclusive and positive team culture. About the Role Reporting to the General Manager: UniSA STEM , you will provide high level executive and project management services to the executive team, including strategic advice, managing communications and projects and implementing strategies to support the achievement of strategic and operational a key professional staff member supporting the executive team you will work closely with the Executive Dean, Deans of Programs, Dean of Research, and General Manager to ensure the effective management of UniSA STEM and make a proactive contribution to the delivery of world class teaching, research and education services. About UniSA The University of South Australia is Australia's University of Enterprise. Our culture of innovation is anchored around global and national links to academic, research and industry partners. Our graduates are the new urban professionals, global citizens at ease with the world and ready to create and respond to change. Our research is inventive and adventurous and we create new knowledge that is central to global economic and social prosperity. Essential Skills and

Experience Tertiary qualifications or equivalent demonstrable knowledge, skills and experience in a complex service-oriented organisation Highly developed writing and editing skills developed across a range of media including reports, speeches and presentations for a wide range of audiences. Proven analytical and research skills to enable the effective synthesis of relevant information and data and the provision of insightful and innovative advice Experience in building high performing and resilient teams supported by constructive supervision and performance development Successful achievement in leading and managing effective partnerships with diverse internal and external stakeholders Benefits Getting a great job working with the best is just the start. UniSA rewards its staff with a wide variety of benefits such as: Access to great personal development opportunities Generous superannuation contributions of 17% Flexible working conditions Great work/life balance A variety of leave arrangements Culture As a University of Enterprise, we offer a dynamic and agile workplace culture, one that embraces challenges and thrives on breaking new ground. Our staff are creative and innovative thinkers, communicating with clarity, conviction and enthusiasm. We embrace diversity and inclusion in a vibrant, engaging environment. Our people are authentic, resilient, and influential, and we deliver results. Start Your Unstoppable Career For a copy of the position description and to apply, please visit Working at UniSA . The online application form will list the specific selection criteria that you need to address. Please address your cover letter to Georgie Hart, Senior Consultant: Recruitment Central. For further information about the position or the recruitment process, please contact UniSA Recruitment Central on or via email at using job reference number 6027. Applications close: 11.30pm Monday 22 April 2024 Applications welcomed from Australian or NZ citizens, Australian permanent residents and those who have the legal right to work in Australia for the term of appointment. #LI-DNI #S-DNICLICK HERE to view the Position Description Opens in new window Applications must be lodged online, please note UniSA does not accept applications via email. Start your application by clicking the 'BEGIN' button If you have already registered for an account, please login before starting your application If you have forgotten your log in details, click here to reset your password You will be able to save your progress throughout your application UniSA is committed to developing a diverse workforce and a constructive enterprising culture in which everyone can thrive. #J-18808-Ljbfrr

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