

Executive Assistant to CEO

- Provide dedicated, proactive, efficient, adaptable and professional support to the CEO, and will be responsible for the execution of a wide range of duties, as is required to enable the CEO to maximise his/her capacity.
- This is a position of trust, providing the highest level of support and key to the management of the CEO's schedule and controlling the flow of information, requiring a high level of initiative and personal judgment, to handle highly confidential and sensitive materials.
- Maintain an understanding of the CEO's strategic priorities and the strategic priorities of the University, and apply this awareness to support the CEO.
- The workload is demanding and requires preparedness at all times, as well as attention to detail, sound judgement, excellent personal organisation and flexibility and the ability to work to absolute deadlines.
- The role requires excellent interpersonal skills, requiring negotiation and influencing across senior staff and an understanding of leadership challenges and approaches within a complex environment.
- The role works within a wider team supporting the CEO and the work of the senior academic and administrative leaders and a range of support staff. The role holder will be required to work closely across this team sharing appropriate information and seeking advice and support when required.
- The role requires extensive engagement with senior figures from professional bodies, corporations, governments and external agencies, this will require the ability to be responsive but also proactive and forward thinking in both communication and logistical arrangements