

<b>POSITION TITLE</b>	Executive Assistant to the Dean and CEO
<b>POSITION TERM</b>	Ongoing
<b>FUNCTION / DEPARTMENT</b>	Dean and CEO Office
<b>ANZSOG CAPABILITY</b>	Capability Level 2
<b>REPORTING MANAGER</b>	Dean and CEO
<b>No. DIRECT REPORTS</b>	0
<b>LOCATION</b>	Offices in Melbourne, Sydney and Canberra
<b>APPROVED BY</b>	CEO and Dean
<b>APPROVAL DATE</b>	March 2026

## ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

In delivering on its mission of public governance that people trust, the school brings together academic and practitioner experts from across our member governments and around the world to support current and future government and public sector capability needs and anticipate and address government and public sector challenges.

## ABOUT THE POSITION

The Executive Assistant (EA) to the Dean and CEO is a trusted senior support role operating at the centre of ANZSOG’s executive leadership. Supporting primarily the CEO and Dean of the Australia and New Zealand School of Government, with secondary support for the Chief of Staff and Company Secretary, the EA acts as a strategic partner, gatekeeper, and connector—enabling executive leadership to focus on advancing ANZSOG’s mission to build trusted public governance and strengthen public sector leadership across Australia and Aotearoa New Zealand.

This role requires exceptional judgement, discretion, and systems thinking. Working with a high degree of autonomy, the EA anticipates needs, manages complex and competing priorities, and represents the CEO and Dean with professionalism and authority across governments, academia, First Nations and Māori partners, and international stakeholders.

## ROLE-LEVEL ACCOUNTABILITIES

ANZSOG roles at this level share the following consistent accountabilities:

- **Program Delivery:** Coordinate and deliver programs, projects and services.
- **Process Improvement:** Identify and implement improvements in work practices.
- **Collaboration:** Work across teams to support strategic initiatives.
- **Client Service:** Provide high-quality support to participants and stakeholders.
- **Reporting & Analysis:** Prepare reports and contribute to data-informed decisions.

## **KEY FUNCTIONAL ACCOUNTABILITIES**

### *Executive & Strategic Support*

- Provide high-level, proactive support to the CEO and Dean, enabling effective use of executive time in a multi-jurisdictional, public-sector environment.
- Anticipate emerging issues, prepare high-quality briefings, and support decision-making aligned to ANZSOG's public value mission.
- Act as a trusted sounding board and problem-solver, exercising sound judgement and political awareness.
- Provide the Chief of Staff with coordination and scheduling support. With EA support shared, the default principle is that priorities of the CEO and Dean take precedence

### *Diary, Workflow & Time Management*

- With a focus on the CEO and Dean, manage complex, dynamic diaries across jurisdictions and time zones, balancing governance, stakeholder engagement, executive education, and academic commitments.
- Coordinate workflow across the CEO and Dean's offices to ensure alignment, sequencing, and follow-through on institutional priorities.
- Proactively identify and resolve scheduling conflicts, pressure points, and risks.

### *Stakeholder & Relationship Management*

- Serve as a key point of contact between the CEO and Dean and senior stakeholders, including member governments, board members, senior public servants, university partners, faculty, fellows, and international counterparts.
- Build and maintain strong relationships across ANZSOG and externally, exercising diplomacy, cultural awareness, and confidentiality at all times.
- Represent the CEO and Dean's office with credibility and professionalism consistent with ANZSOG's standing as a trans-Tasman public institution.
- Support management of the CEO and Dean's senior stakeholder planner and tracker.

### *Communications & Briefings*

- Draft, edit, and quality assure correspondence, speeches, agendas, talking points, and briefing papers for the CEO and Dean, aimed at high level public sector and academic audiences.
- Manage and prioritise incoming communications, ensuring timely responses and appropriate escalation.
- Support preparation for high stakes meetings, public engagements, executive education programs, and leadership forums.

## *Meetings, Governance & Committees*

- Support executive, board, governance, and senior leadership meetings, including booking arrangements, agenda preparation, papers, minutes, and action tracking in line with public sector governance expectations.
- Maintain an up-to-date database of CEO and Dean senior leader contacts and their Executive Assistants.
- Ensure follow up on decisions and commitments across multiple stakeholders and jurisdictions.
- Support governance processes consistent with ANZSOG's obligations to member governments and university partners.

## *Travel & Engagement Coordination*

- Plan and manage complex domestic and international travel that integrates executive education delivery, stakeholder engagement, and institutional commitments.
- Ensure the CEO and Dean are fully briefed and supported for all engagements.

## *Projects & Budget management*

- Support strategic projects and priority initiatives on behalf of the CEO and Dean, including coordination within the Office and across the School.
- Support management of the Dean & CEO and Board & Governance Budgets, including liaison with the Finance team, involvement in planning budget allocations, managing invoice approval, and reconciliation of relevant corporate credit cards.
- Contribute to continuous improvement of office systems, processes, and ways of working within a public purpose organisation.

## *Confidentiality, Risk & Integrity*

- Handle highly sensitive information with absolute discretion and integrity.
- Apply sound judgement in managing reputational risk, stakeholder sensitivities, and complex public sector environments.

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Significant experience as an Executive Assistant supporting senior executives (CEO, Dean, Secretary, or equivalent), ideally within the public sector, higher education, or a mission-driven, multistakeholder organisation.
- Demonstrated experience operating in complex, high accountability and politically sensitive environments.
- Exceptional organisational and prioritisation skills, with the ability to manage ambiguity and competing demands.
- Highly developed written and verbal communication skills, including drafting for senior public sector and academic leaders.
- Strong stakeholder management capability, with confidence engaging at executive, board, and ministerial levels.

- Excellent judgement, discretion, and political acuity.
- Proactive, solutions-focused approach with the ability to operate independently.
- High proficiency in Microsoft 365 (Outlook, Word, PowerPoint, Excel, SharePoint, Teams) and digital workflow tools.
- Strong document, information, and records management capability consistent with public sector expectations.
- Professional, calm, and resilient under pressure.
- Values-driven, with a strong commitment to public purpose, public value, and leadership development.
- Culturally aware and respectful, with the ability to work across Australian, Aotearoa New Zealand, First Nations and Māori contexts.
- Flexible and adaptable, with a willingness to work across executive, academic, and government environments.

## **ANZSOG VALUES**

ANZSOG is a values-based organisation. This means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, which guide our behaviours and attitudes as members of the ANZSOG community.

As a binational learning organisation committed to authentically serving and partnering with governments and First Nations and Māori communities, we are also committed to engaging in ongoing learning to model the impact and change we seek to achieve through our work.