



## POSITION DESCRIPTION

**Position:** Personal Assistant to the Dean, Pathways School

**Department:** Pathways school

**Reporting to:** Dean, Pathways School

**Remuneration:** Band 3 FTE \$88,849 plus 17.5% leave loading plus 12% superannuation

**Contact:** Kath Curry, Phone: 8431 0942

**Date:** July 2025

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## POSITION SUMMARY

The Personal Assistant to the Dean, Pathways School, is responsible for managing and coordinating the administrative affairs of the Dean's office and Pathways School Executive. The incumbent will offer executive administrative and secretarial support to the Dean, Deputy Dean and Associate Dean. A key aspect of the role is the proactive coordination and management of the Dean, Deputy Dean and Associate Deans' diaries, requiring independent judgement, discretion, and the ability to anticipate demands and forward-plan on the Dean's behalf. The position requires professional liaison with the Senior Management Team of Trinity College, staff of the Pathways School, senior staff of the University of Melbourne and community leaders from a variety of fields. The role requires excellent stakeholder management skills to influence, support, and collaborate effectively with internal and external colleagues.

## SELECTION CRITERIA

### Essential:

1. Relevant tertiary qualification and relevant or equivalent experience
2. Demonstrated ability to initiate, plan and organise with strong attention to detail
3. Advanced proficiency in Microsoft Office Suite (including Word, PowerPoint, Excel, and database management), with the ability to quickly adapt to and embrace new technologies introduced by the College.
4. Excellent written and oral communication skills
5. Excellent interpersonal and networking skills including the ability to work in a team
6. Proven time management skills and the ability to prioritise and handle multiple tasks with minimal supervision
7. Proven experience as a successful administrator in a complex organisation
8. Project management expertise at the level to support an Executive Team in the delivery and execution of key strategic initiatives.





9. Demonstrated understanding of the importance of confidentiality, tact and diplomacy in a personal assistant role
10. Proactively identify and implement innovative solutions to enhance administrative systems, processes, policies and efficiency.
11. A capacity for self-motivation, working effectively to contribute to the organisational development of the College.
12. An interest in and desire to contribute to the educational vision, values and planning and strategies of the College.
13. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

### **KEY RESPONSIBILITIES**

#### **Dean's Personal Assistant**

- Provide advanced secretarial and administrative support for the Dean, Deputy Dean and Associate Dean; including minute-taking for meetings, as required
- Respond to telephone enquiries and liaise with Trinity College stakeholders on behalf of the Dean, undertaking any follow-up action as required
- High level diary management involving considerable discretion in determining and prioritising of the Dean's commitments
- Coordinate local, interstate and international travel for the Dean
- Coordinate communication from the Dean to the staff of Trinity College. Coordinate, from time to time, internal committee interactions, driving the follow-up of actions and progress reports as required.

#### **Dean's Office Administration**

- Coordinate communication from the Dean's office to Committee members and key Trinity constituencies
- Liaise with the Warden and Senior Management Team of the College, senior staff of the University of Melbourne and other educational institutions, legislative bodies and professional organisations
- Draft and edit a range of documents, including reports and presentations
- Anticipate, prepare and provide appropriate documentation and materials for appointments and meetings for the Dean's Office
- Maintain clear and consistent internal processes, ensuring accurate record-keeping and timely updates to relevant policies and procedures.
- Manage key databases and records for the Dean's Office, including handling sensitive and confidential information with discretion.
- Oversee budget monitoring and credit card reconciliation processes across all departments within the Pathways School, ensuring accuracy and compliance.
- Coordinate the development and distribution of the Pathways School staff and parent newsletter, ensuring timely and engaging communication.





#### **Coordination of Dean's Functions**

- Organise/coordinate lunches, meetings and large events under the responsibility of the Dean's Office
- Initiate and prepare invitations, RSVPs and arrange (through appropriate staff) catering, room and furniture requirements
- Play a central role in coordination of Pathways School events where the Dean is a key participant
- Attend weekly meetings with other Personal Assistants and Administrators to coordinate activities on campus.
- Prepare agendas, accurately minute discussions, and track action items for key Pathways School meetings to ensure effective follow-up and accountability.
- Occasional before or after-hours work may be required during the week for functions or meetings
- Assist with the coordination of professional development, as required

#### **EXPERTISE, JUDGEMENT AND ACCOUNTABILITY**

The incumbent will be able to perform specific tasks within the parameters of the position without referring to supervisors and will be able to apply the methods and policies of the Dean and other executives to their day-to-day work. This position must possess a high level of initiative, demonstrate a positive enthusiasm towards new challenges, and understand how to keep the Dean and the executive team informed on key matters. This position is an extremely important one to the effectiveness of the Dean and the executive team in achieving the College's mission.

The Personal Assistant will exercise judgement on work methods and task sequences in order to construct and use the most appropriate processes and procedures. A broad operational knowledge of the College's mission, work, and people, will be required as the tasks and duties of the Dean's Office may affect other parts of the College.

#### **Further Information:**

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required.
- The successful applicant must secure, or be in the process of securing, a Working with Children approval.

#### **CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children, and to providing a culturally safe and inclusive environment for those from diverse backgrounds.

#### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**





All staff are responsible for safe work procedures and instructions.

**All Employees** must:

- Comply with the Trinity College OHS Policy.
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment.
- Comply with any direction given by management for the intent of health and safety.
- Report all accidents and incidents that occur in the workplace immediately.
- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence.
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace.
- Participate in meetings, training and other environment, health and safety activities as required.

**TRINITY COLLEGE**

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for talented students from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a unique course which prepares high achieving international students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which, through the [University of Divinity](#), offers high-quality, accredited degrees and diplomas, and also serves the wider community by offering professional development workshops, seminars and lectures in our [Continuing Education](#) program.

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.





**TRINITY COLLEGE**  
THE UNIVERSITY OF MELBOURNE

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

*Trinity College: Excellence, Community, Diversity, Society*

