



## Position Description

**Position Title:**  
DASSH Executive Officer

**Reports To:**  
President and Board of DASSH

### 1. Background:

#### **Australasian Council of Deans of Arts, Social Sciences and Humanities (DASSH)**

DASSH is the authoritative agency on research, teaching and learning for the Arts, Social Sciences and Humanities (ASSH) in Australian and New Zealand universities. It was established in 2002 and became an incorporated body under the *Associations Act (ACT)* in 2004. A volunteer Board meets quarterly and governs DASSH under the auspices of its Constitution. There is an annual conference and AGM, as well as other member events held on a needs basis.

The purpose of DASSH is to lead and promote the ASSH disciplines, nationally and internationally. DASSH reaches Deans, Associate Deans, and research and teaching academics in ASSH disciplines in 43 institutions in Australia and New Zealand. It has strong relationships with Government, industry and cognate organisations.

DASSH is active in the following areas:

- Advocating for research, teaching and learning of ASSH in universities.
- Promoting the contribution of the sector.
- Facilitating a national approach to policy and issues impacting on ASSH.
- Supporting a network of Deans, Associate Deans and aspirants.
- Providing professional development to members.

### 2. Position Purpose:

The DASSH Executive Officer position is responsible for providing executive support to the DASSH President, Executive and Board by managing communications, membership service, project coordination, financial and human resource matters, board secretariat, and the general administration of DASSH operations.

### 3. Principal Duties:

- In consultation with the President, Executive and Board, manage DASSH administration and communications to support effective DASSH operations, including:
  - Providing high-level secretariat support including meeting and agenda preparation, ensuring follow-up communications, actions and good governance are administered.
  - Supervising administrative staff to ensuring an efficient, effective and responsive membership service, website maintenance and development, project/event coordination, accurate record keeping and bookkeeping.
  - Coordinate advocacy activity, support constructive and professional stakeholder relations and assist with identifying potential issues or policies impacting on ASSH.
  - Effectively manage DASSH communications including DASSH's social media channels, research, analysis and drafting of submissions, reports, media releases, correspondence and all member communications.
  - Prepare DASSH's income and expenditure budgets and oversee the implementation of DASSH activities, ensuring expenditure occurs within budget, with transparent accounting processes, reporting and auditing.
- Provide advice and recommendations to assist Board decision-making regarding the most appropriate approaches to address arising issues, to progress projects/activities, and to aid the building of a sustainable, effective and efficient organisation.
- Under the Board's direction, coordinate appropriate work plans and strategies to meet DASSH's performance objectives, as identified in the DASSH Strategic Plan.

#### 4. Selection Criteria

##### **Essential**

##### **Skills/techniques:**

- Demonstrated independence and teamwork skills and the ability to manage programs, projects and people in a changing environment.
- Good financial management skills, including preparing financial statements and budgets, delivering services within a finite budget and implementing financial tracking processes to account for expenditure.
- Demonstrated knowledge and understanding of the higher education sector, particularly the arts, humanities and social sciences.
- Excellent interpersonal and communication skills, both written and oral, with a demonstrated ability to convey information, build rapport and promote an organisation's position, within a diverse work and stakeholder environment.
- Well-developed research, analytical and problem-solving skills.
- Comprehensive skills in a range of computer applications including the Microsoft Office suite and content management systems.
- Excellent organisation and time-management skills, together with a demonstrated ability to work with competing demands, prioritise work tasks and be flexible in responding to changing work priorities.

##### **Essential**

##### **Experience: Training/qualifications (or equivalent experience):**

- An undergraduate degree.
- Administrative experience in a tertiary education or government environment including experience relating to the management of programs, projects and people.
- Demonstrated experience in the provision of executive and secretarial support, particularly in relation to the requirements of a national Board.
- Proven expertise in financial, human and resource management, planning and managing a national office.

##### **Desirable**

##### **Experience:**

- Knowledge of the disciplines of arts, humanities and social sciences.

#### 5. Hours of Duty:

This position is a full-time (1.0 FTE) ongoing contract.

#### 6. Location of Work:

Within the offices of Universities Australia, Deakin, Canberra.

#### 7. Salary Range:

Equivalent to ANU Officer 8 (\$97,812 to \$104,717) plus 17% superannuation.

***Last revised: 24 October 2018***