

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Administrative Executive, Strategic Transformation
Position Grade	E2 - Executive
Category	Executive
Campus / Unit	Sarawak Campus – Pro Vice-Chancellor and Chief Executive Officer (Sarawak)'s Office
Term of Appointment	Fixed-term appointment
Effective Date	March 2025

Position Purpose

The Administrative Executive in the Office of the Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak) plays a significant role in providing effective support to the PVC&CEO (Sarawak) to achieve the goals of the Sarawak Campus.

The position plays a pivotal role in supporting the Transformation Strategy Manager in planning, driving, and executing strategic transformation initiatives within the University. Reporting to the Transformation Strategy Manager, the position will work closely with multiple stakeholders to ensure the successful planning, coordination, and execution of institutional transformation efforts.

The position supports the Office of the PVC&CEO (Sarawak), working closely to:

- Provide administrative support to the Transformation Strategy Manager and PVC&CEO (Sarawak) and overall office;
- Conduct analysis, research, updates and briefings on all manner of issues as required;
- Communicate internally and externally, and prepare reports and other documents when required;
- Execute and/or manage projects undertaken by the Office of the PVC&CEO (Sarawak) office, including monitoring and follow-through;
- Provide executive support to a wide range of governance meetings including the Board, Council and Executive Group meetings; and
- Liaise with and contribute to building relations with the Government, Swinburne Melbourne and other bodies.

The position requires a strategic mindset, analytical acumen, and strong project management skills to support data-driven decision-making, stakeholder engagement, and operational efficiency. The position also requires an awareness of the issues affecting higher education nationally and internationally, an understanding of the University structures and operational processes generally and of those of Swinburne Sarawak and Swinburne Melbourne specifically, and the capacity to deal with both strategic and operational issues. The role will focus on fostering a culture of innovation and continuous improvement across the University.

In addition, the position requires diplomacy, confidentiality, initiative, high-level conceptual, evaluative and analytical ability, as well as excellent administrative management and communication skills. The position also requires the capacity to work autonomously under pressure and with a high degree of versatility and to exhibit initiative.

Participation on Committees

The position may be required to participate on relevant committees as directed by the Transformation Strategy Manager; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

Supervision Reporting Relationship

This position's supervisor / manager	Transformation Strategy Manager; or any other person as assigned by an authorised personnel.
This position's subordinate	Officer or any assigned team members

Location

This position is located at the Swinburne University of Technology Sarawak Campus.
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SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	RESEARCH AND DATA ANALYSIS	<ul style="list-style-type: none"> • Assist in the planning, execution, and monitoring of key transformation projects. • Support the development of strategic frameworks and roadmaps aligned with the University's transformation agenda. • Track and report on key performance indicators (KPIs) for campus plan and transformation initiatives. • Develop and follow through on project timelines to ensure timely completion. • Perform research activities such as info-searching electronically or online searches and other resources, creating databases, data entry and analysis, monitoring current and potential developments in international education, and advising the Transformation Strategy Manager and/or PVC&CEO (Sarawak) accordingly. • Conduct research and critically analyse initiatives, trends, issues and practices originating both within and external to the University and highlighting to the PVC&CEO (Sarawak) those matters identified as affecting the PVC&CEO (Sarawak)'s portfolio. • Provide timely, well-informed updates on a wide range of University issues to keep the Transformation Strategy Manager and/or PVC&CEO (Sarawak) informed on regional, national and international political and policy developments relevant to all aspects of the University's strategies and operations. • Conduct research and write reports, briefing papers, background information, government-related submissions, discussion papers, strategic plans, non-routine correspondences and other documents to assist the Transformation Strategy Manager and/or PVC&CEO (Sarawak).
2.	STRATEGIC SUPPORT AND PROJECT COORDINATION	<ul style="list-style-type: none"> • Assist in the planning, executing, and monitoring of key transformation projects. • Support the development of strategic frameworks and roadmaps aligned with the University's transformation agenda. • Track and report on key performance indicators (KPIs) for campus plan and transformation initiatives. • Develop and follow through on project timelines to ensure timely completion. • Assist in developing and implementing change management strategies to facilitate smooth transitions. • Support in organising and facilitating workshops, focus groups, and training sessions to support change adoption. • Contribute to the pursuit of Swinburne's mission and goals through involvement in any specific or special projects assigned to support improvement initiatives in the University and support the Transformation Strategy Manager and/or PVC&CEO (Sarawak) in his leadership role. • Plan project briefs and timelines. • Develop and follow through on projects for timely completion. • Work closely with key staff on issues that contribute to the implementation of both strategic and operational initiatives. • Promote a culture of innovation and continuous improvement.

3.	STAKEHOLDER ENGAGEMENT, COMMUNICATIONS AND UNIVERSITY LIAISON	<ul style="list-style-type: none"> • Support engagement with internal and external stakeholders to foster a culture of innovation. • Coordinate relevant strategic communication both internally and externally. • Liaise with government authorities and other internal and external stakeholder groups with regard to the activities of the Office of the PVC&CEO (Sarawak) or Swinburne Sarawak or Swinburne Melbourne generally.
4.	ORGANISATIONAL RELATIONSHIPS	<ul style="list-style-type: none"> • Maintain effective networks with key people on behalf of the Transformation Strategy Manager and/or PVC&CEO (Sarawak) and develop effective working relationships with senior staff throughout the University and Swinburne Melbourne, main campus and also other foreign campuses to exchange information. • Liaise with staff across the University and Swinburne Melbourne to maintain positive relationships.
5.	ADMINISTRATIVE FUNCTION	<p>Provide administrative support to the Transformation Strategy Manager and/or PVC&CEO (Sarawak) which includes:</p> <ul style="list-style-type: none"> • Draft correspondences, including internal memos and letters. • Prepare documents such as reports, presentations and statistics. • Assist in the administration and organisation of meetings (such as Executive Committee (EXCO), Executive Group (EG), and co-jointly for the Board meetings) - including preparation of invitations, room bookings, preparation of agenda and documents, and taking minutes as and when required. • Provide administrative support for strategic meetings, including agenda preparation and minute-taking. • Maintain and update databases related to campus plans, transformation initiatives, etc. • Manage documentation and records related to strategic projects. • Establish the workflow and maintaining the filing system for the PVC&CEO (Sarawak)'s office. • Attend to stakeholders' enquiries and providing responses in a timely manner. • Carry out office administration duties, including monitoring availability of office stationeries and booking of travel arrangements for the Transformation Strategy Manager and/or PVC&CEO (Sarawak). • Schedule and alert the Transformation Strategy Manager and/or PVC&CEO (Sarawak) of appointments, meetings, events, tasks, deadlines, university calendar, etc. • Prepare meeting minutes as and when required by the Transformation Strategy Manager and/or PVC&CEO (Sarawak).
6.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	<p>Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:</p> <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices and report all OHS-related injuries, ill health or incidents to the OHS section.

7.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating that Swinburne Values professionalism in all aspects of work at all times.
8.	OTHER DUTIES	Any other duties as directed by the Transformation Strategy Manager; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential / Highly Desirable / Preferable
1.	A Bachelor's degree from a recognised institution with at least three (3) years of relevant work experience in strategic, planning, and project management and execution. Master's degree holder can be considered.	Essential

Experience / Knowledge / Attributes: Required by the position to successfully perform the positions key responsibilities.		Essential / Highly Desirable / Preferable
1.	Strong research, data analysis, and project management skills. High functionality in the use of all AI and Microsoft Office packages.	Essential
2.	Excellent project management and research skills, including being resourceful with the ability to monitor, coordinate and follow through.	Essential
3.	Demonstrated ability to deal with sensitive matters, maintaining confidentiality and exercising judgement.	Essential
4.	Excellent oral and written communication skills including well developed research and report writing skills and the ability to handle correspondences in both Bahasa Malaysia and English.	Essential
5.	Ability to communicate effectively with internal and external stakeholders.	Essential
6.	Ability to multitasking, manage multiple projects and meet tight deadlines. Demonstrated ability to show initiative, sense of urgency and accountability for outcomes.	Essential
7.	Demonstrated ability to foster and work in a team environment and establish a co-operative approach with other staff throughout the organisation.	Essential
8.	Demonstrated ability to work independently and meet tight deadlines. Strong problem-solving and analytical thinking abilities.	Essential
9.	Experience in the application of qualitative and quantitative analytical and reporting techniques within complex and possibly sensitive environments.	Highly desirable
10.	Experience in strategic planning and execution of transformation initiatives.	Highly desirable
11.	Experience in change management and organisational transformation.	Highly desirable