Administration Officer

**POSITION NO** 0063271

**CLASSIFICATION** Level 4

**SALARY** $76,901 - $81,605 p.a (pro-rata for part-time)

**SUPERANNUATION** Employer contribution of 17%

**WORKING HOURS** Part-Time 0.6 FTE (to be negotiated)

**BASIS OF EMPLOYMENT** Fixed-Term for 12 months

**FLEXIBLE EMPLOYMENT**

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

**OTHER BENEFITS** [http://about.unimelb.edu.au/careers/working/benefits](http://about.unimelb.edu.au/careers/working/benefits)

**HOW TO APPLY** Online applications are preferred. Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**

Dolla Cataldo  
Tel: 0414 839 292  
Email: dollab@unimelb.edu.au  
*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website: [about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
**Acknowledgement of Country**

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

**Position Summary**

As part of the University's Advancing Melbourne institutional strategy, Melbourne Biodiversity Institute (MBI) is a newly established interdisciplinary institute with a focus on addressing the multifaceted challenges posed by biodiversity loss and degradation. Reporting directly to the Program Manager of MBI, the Administration Officer provides high quality professional support to the Melbourne Biodiversity Institute Team. They are flexible, detail-focused, have a positive attitude, and enjoy working closely with a small team to deliver high quality outcomes in a start-up environment.

The Administration Officer is responsible for a wide range of administrative tasks including diary management for both the Director and Deputy Director, general office support, processing and managing requests, maintaining databases, secretariat support for the Board, and Executive Team, and logistics for meetings and events.

**1. Key Responsibilities**

As with all positions, career achievements will be interpreted relative to opportunity, including career disruptions due to caring responsibilities, time in industry, illness etc.

- Efficiently manage administrative tasks, including scheduling, responding to queries, arranging meetings, managing both Director and Deputy Director calendars, distribution of documents and information, collation of data, and support in report writing, ensuring accurate and timely execution.
- Organising meetings, booking rooms and arranging catering.
- Secretariat support for the Executive Team and the Board, including coordinating attendance, preparing agendas and papers, taking minutes and monitoring actions.
- Support university-related administration including maintaining records, processing expense claims, procuring stationery, and compiling financial information.
- Database management and record-keeping.
- Support for the Executive Team on request, including assisting with travel bookings.
- Other duties as requested from time to time.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.
2. Selection Criteria

2.1 ESSENTIAL

- Significant relevant work experience and or an equivalent combination of relevant experience and education/training in administration.
- Excellent interpersonal and written/verbal communication skills, and an ability to build and maintain positive and constructive relationships with both internal and external stakeholders.
- The demonstrated ability to work independently and as part of a team, with a commitment to providing excellent customer service.
- Demonstrated effective organisational and time management skills, the ability to work under pressure and prioritise tasks, and the flexibility to manage competing demands.
- A good understanding of privacy and confidentiality issues, including the application of these to record-keeping.
- Demonstrable experience in providing administrative or secretariat support including examples of having managed calendars and organised meetings.
- Meticulous attention to detail.
- Self-motivation and flexibility in responding to changing work priorities. A positive and proactive approach.
- High level of proficiency in the use of standard application software such as the Microsoft Office suite (particularly Word, Excel, PowerPoint, Teams and Outlook), SharePoint and Google Drive, as well as aptitude in supporting collaboration across a wide range of digital platforms including Zoom.

2.2 DESIRABLE

- Experience in a similar role in a university.
- Experience in providing administrative support to a range of committees and organisations.

2.3 OTHER JOB-RELATED INFORMATION

- The Administration Officer may work the hours flexibly across the week, in agreement with their supervisor.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION/INDEPENDENCE

- The Administration Officer receives general direction from the Deputy Director and will work closely and collaboratively with the Program Manager to support them to deliver the strategic goals of the Melbourne Biodiversity Institute.
- The Administration Officer often carries out their regular duties autonomously, prioritising as necessary, and ensuring strong communication with stakeholders.
3.2 PROBLEM SOLVING AND JUDGMENT

The Administration Officer displays excellent judgment in working autonomously and applying analytical skills and organisational knowledge to their work, but also knows when to escalate a matter or seek further advice.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administration Officer performs tasks/assignments which require proficiency in the university’s rules, regulations, policies, procedures, systems and processes in order to help achieve Melbourne Biodiversity Institute objectives, and to advise, assist and influence others.

3.4 RESOURCE MANAGEMENT

Under the guidance of the Deputy Director and Program Manager, the Administration Officer supports the Team in processing expense claims in a compliant and timely manner.

3.5 BREADTH OF THE POSITION

The Administration Officer liaises with other administrative staff across the university to facilitate relationships and partnerships that help achieve the organisation’s objectives.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.
OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty’s focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University’s campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.
6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance.