Administration Officer

Only Indigenous Australians are eligible to apply as this position is exempt under the Special Measure Provision, Section 12 (1) of the Equal Opportunity Act 2011 (Vic).

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0028609</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 5 - $83,159 - $95,518 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
<td></td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Continuing</td>
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<tr>
<td>HOW TO APPLY</td>
<td>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.</td>
</tr>
</tbody>
</table>
| CONTACT FOR ENQUIRIES ONLY | Carly Donovan  
Tel +61 452470008  
Email donovanc@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)
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 of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO
The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
STUDENT AND SCHOLARLY SERVICES

Student and Scholarly Services provides student administration and services from recruitment and point of enquiry to graduation. This team also delivers wellbeing and scholarly services to students and staff.

MURRUP BARAK

Murrup Barak means ‘the spirit of Barak’ in Woiwurrung language. We chose this name to honour the memory of William Barak – a visionary Wurundjeri leader.

Murrup Barak has a diverse team delivering on our objectives and annual priorities in support of the Aboriginal and Torres Strait Islander student cohort. We work closely with colleagues across the Student and Scholarly Services division, Chancellery and Indigenous Leadership of the University to achieve outcomes in Indigenous outreach, engagement, and student support. Murrup Barak also delivers wellbeing, cultural, social and academic support services, such as the Indigenous Tutorial Access Scheme to support Aboriginal and Torres Strait Islander students at any stage in their degree.

The purpose of Murrup Barak is to provide a safe, responsive, and empowering service to Aboriginal and Torres Strait Islander students. We support First Peoples both interested in higher education and currently enrolled at The University of Melbourne.

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.
ABOUT THE ROLE

Position Purpose:

The Administration Officer at Murrup Barak provides proactive, practical and efficient administrative and office support encompassing a wide range of responsibilities. As the first point of contact, you manage general enquiries through email and phone, ensuring appropriate referrals are made. You will provide crucial executive support to the Director, managing email triage and correspondence, diary management while also coordinating meetings and circulating minutes. The Administration Officer will provide technical communications support, manage social media engagement and assist with maintaining Murrup Barak’s visual identity via merchandising, presentations, reports and briefings.

Additionally, you undertake financial tasks such as expense reconciliation and invoice management. You play a key role in maintaining efficient operations by providing administrative support to various teams, managing facilities, and maintain inventory of office supplies and merchandise.

Your responsibilities also include providing guidance and support to both staff and students, building maintenance and ensuring OH&S compliance through drills and coordination with the OH&S team.

Reporting line: Senior Advisor
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Moderate
Organisational knowledge: Moderate
Judgement: Significant
Operational context: 1

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/. Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

- Be first point of contact for Murrup Barak, manage all general enquiries and respond to a range of in-person, telephone and email enquiries, including monitoring the shared inbox, social media enquiries, and action or escalate necessary referrals.
- Provide executive support to the Director, including diary management, email triage and communications support.
- Be responsible for preparing briefing papers, reports and presentations for leadership as required.
- Be responsible for coordinating staff meetings, preparing agendas and minutes.
- Oversee records management including managing the team Sharepoint, maintaining meticulous records, filing and storing appropriately.
- Undertake financial tasks including expense reconciliation, creating purchase orders and arranging payment of invoices.
- Maintain the efficient operations of Murrup Barak by providing administrative support to the team, assisting staff with service requests including building maintenance and access.
- Arrange, support and promote Murrup Barak events, contribute to planning, scheduling events, room bookings, catering orders and equipment.
- Provide technical support to staff, ordering hardware and software requests.
- Provide guidance for staff professional development training, identify and share opportunities to staff and oversee the training budget.
- Maintain inventory of office supplies, merchandise and uniforms.
- Be responsible for ordering supplies, groceries, maintain student common area and tea rooms/kitchenettes.
- Be responsible for OH&S compliance including arranging regular fire drills, workplace inspections, liaise with OH&S team, organise fire warden and first aid responders.
- Represent The University in community events when required, provide support to Outreach etc.
- Other duties as assigned/requested.

Selection Criteria:

Education/Qualifications
1. The appointee will have a combination of relevant experience and education/training.

Knowledge and skills:
2. Excellent attention to detail and organisation skills, including ability to prioritise tasks and duties in order to meet deadlines.
3. Advanced interpersonal, written and oral communication skills
4. Have experience and/or demonstrated ability in working with Aboriginal and Torres Strait Islander people and communities. Knowledge and understanding of approaches to engagement with communities, understanding cultural protocols.

5. Experience in the provision of a range of administrative support with a capacity to exercise sound judgment, diplomacy and discretion while maintaining confidentiality.

6. High level computer skills, including Outlook, Microsoft Word, PowerPoint, Excel and experience with a range of social media applications.

7. Ability to develop, plan, manage multiple tasks and juggle competing priorities.

8. Capable of taking direction and working autonomously whilst contributing to a strong team dynamic.

Other job related information:

Occasional work out of ordinary hours, travel, etc. Open Day, regional overnight travel, conferences.
Employment in this position is conditional upon reception and maintenance of a Working With Children Check

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