Office of the Dean  
Faculty of Medicine, Dentistry and Health Sciences (MDHS)

**Deanery Admin Officer**

Position No: 0062633  
Classification: UoM 5  
Salary: $83,159 - $95,518 (Pro rata)  
Superannuation: Employer contribution of 17%  
Working hours: Part time (0.5 FTE) – Schools hours, onsite 5 days per week  
Basis of employment: Continuing  
Other Benefits: [https://about.unimelb.edu.au/careers/staff-benefits](https://about.unimelb.edu.au/careers/staff-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 Opportunities’ or ‘Jobs available to current staff’), then find the position by title or number.

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*Please do not send your application to this contact*

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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 the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

Reporting to the Dean’s Executive Assistant (EA), the Deanery Admin Officer is an important role within the MDHS Deanery. You will work closely with the Dean’s EA, and the Chief of Staff providing administrative support to ensure smooth and efficient operations of the Office of the Dean.

The ideal candidate will be a highly organised person, with the ability to undertake concurrent tasks and a strong attention to detail. The incumbent will have prior experience working in an executive office and is required to display a high level of professionalism, resilience, maturity and discretion.

The role offers opportunities for growth, with the chance to step in and act as EA to the Dean on occasion as required.

1. Key Responsibilities

Support the EA and Chief of Staff to the Dean to ensure the Office of the Dean has adequate coverage and support during peak periods of the day. This includes assisting with:

- Filing and records management
- Diary management
- Meeting support (greeting guests)
- Reconciliation of Dean’s expenses, creating purchase orders, arranging payment of invoices, etc.
- Ensuring the Dean has papers in advance of meetings
- Travel itineraries including, booking flights, hotels, land-based travel etc.
- Ensuring a professional culture is maintained via email and all forms of communication
- Ability (over time) to step into act for the EA to the Dean as required and assist with diary and inbox management, travel arrangements, minutes at meetings, catering, expense management and responding to queries
- Other ad hoc duties as required.
2. Selection Criteria

Essential

- Tertiary qualifications and/or equivalent mix of relevant experience.
- Experience in the provision of a range of administrative support to senior and executive level staff with a capacity to exercise sound judgment, diplomacy and discretion, maintain confidentiality
- Well-developed oral and written communication and interpersonal skills including the ability to present written information clearly, to work collaboratively and effectively in a team-based environment and interact effectively with stakeholders at all levels
- Ability to adapt to changing circumstances and to effectively manage competing deadlines and priorities
- Excellent attention to detail and ability to deliver work of a high standard, within tight deadlines and under pressure at times
- High level computer skills, including MS Office suite - Outlook, Microsoft Word, PowerPoint, Excel, SharePoint
- Experience of use of various databases to support filing and records management, financial management, academic research and human resources.
- Willingness and flexibility to work outside of normal University hours (if required)

Desirable

- Experience in or an understanding of the higher education sector.
- Knowledge of health services and research institutes environments.

3. Job Complexity, Skills, Knowledge

Level of Supervision / Independence

The Deanery Admin Officer works under broad direction of the Dean’s EA and the Chief of Staff. The role is expected to exercise sound judgement, a high level of discretion, have the ability to prioritise tasks and possess good stakeholder management skills. The ability to work collaboratively with members of the Faculty Executive, Deanery & Directorate teams, MDHS School teams and internal stakeholders including academic and professional staff, and other members of the University community is critical.

Problem Solving and Judgement

The Deanery Admin Officer is required to exercise sound judgment and problem-solving skills and identify and implement potential improvements to relevant processes and systems. The incumbent is expected to efficiently respond to demands in the Office of the Dean and provide support, as required, to meet deadlines.

Professional and Organisational Knowledge

The incumbent is required to develop a detailed knowledge of the organisational structure of the Faculty and the University and a broad knowledge of the higher education and hospital sectors in general.
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:
https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

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

6. Other Information

FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences is made up of 6 schools. It has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is approximately $750m with approximately $400m income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including approximately 1,500 research higher degree students. The Faculty has approximately 3,000 staff comprising 800 professional staff and 2,200 research and teaching staff (plus approximately 4,000 honorary staff)
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

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.

The Faculty of Medicine, Dentistry and Health Science has recently released its strategic plan, Advancing Health. This is linked to the University’s strategy - Advancing Melbourne.

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 https://about.unimelb.edu.au/strategy/governance