POSITION DESCRIPTION

School of Electrical, Mechanical and Industrial Engineering
Faculty of Engineering and Information Technology

Department Administrator
Indigenous Australians are encouraged to apply

POSITION NO 0034445

CLASSIFICATION UOM6

SALARY $87,007 - $94,181 p.a. pro-rata

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Full Time (1.0 FTE)

REPORTS TO Operations Manager
School of Electrical Mechanical & Infrastructure
Faculty of Engineering and Information Technology

BASIS OF EMPLOYMENT Continuing
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

LOCATION Parkville campus
This position may be required to travel to and work across multiple campuses.

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

For information about working for the University of Melbourne, visit our website:
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.

FEIT’s Commitment to Diversity and Inclusion

FEIT is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply. Those seeking support in submitting an application are welcome to contact the Faculty HR team at FEIT-hr@unimelb.edu.au

Position Summary

This position will be based within the Department of Mechanical Engineering, within the School of Electrical, Mechanical and Infrastructure Engineering (EMI).

The purpose of this role is to provide high level administrative support to the department and the school of EMI and is the pivotal point of integration in the distribution and flow of information between academics, professional staff, visitors and RHD students to ensure the local work area and the school more broadly is run effectively and efficiently.

The position is responsible for making a significant contribution to the effective and professional operation of the department and school. In this role, you will manage competing demands, prioritise tasks effectively, be self-directed in managing work assignments and be adept in dealing professionally with a range of stakeholders, offering them a high level of client service.

1. Selection Criteria

1.1 ESSENTIAL

- Relevant experience and/or an equivalent combination of relevant experience and/or education/training;
- Proven ability to develop strong relationships with stakeholders to ensure high quality and timely service delivery;
- Strong organisational, attention to detail and project management skills to ensure the effective prioritisation, management and completion of tasks within agreed deadlines;
- Strong interpersonal and verbal communication skills including the ability to liaise with a range of internal and external stakeholders and clients to achieve successful outcomes;
- Strong work ethic, commitment to continuous improvement, openness to new ideas, and creative approaches to problem solving;
- Strong computer competency and good excel skills including extensive experience with managing, setting up and maintaining spreadsheets and database applications and analysis skills;
Ability to collaboratively work positively in a flexible and changing environment, displaying initiative to achieve specified goals with changing priorities and tight deadlines, and contribute effectively as part of a team.

1.2 DESIRABLE

- Experience working in complex organisations;
- Understanding of the tertiary education environment.

2. Key Responsibilities

- Build and maintain strong and effective relationships with internal and external stakeholders to ensure the efficient delivery of administrative services in a collaborative manner.
- Provide accurate and timely advice, information, service or referral in response to internal and external enquiries.
- Contribute to continuous improvement to facilitate effective and consistent processes. This may include implementing and maintaining procedures and standards to ensure effective operations in the school.
- Management of the department/school’s building accommodation, including assigning offices and workstations.
- Work closely with the Department and Operations Manager on other Department and School initiatives as requested.
- In conjunction with HR, ensure recruitment, onboarding and offboarding activities and actions relating to new employees and fixed-term contracts are appropriately coordinated and fulfilled. If required, provide support on arranging and coordinating bookings for interview panel meetings and/or travel arrangements for potential new employees as required.
- Coordinate and maintain the Honorary and University Guests process, including coordinating the various actions required in relation to hosting the visitors’ stays.
- Responsible for overseeing the management of the casual teaching staff. i.e support Senior Academic colleagues to advertise for and appoint casual teaching staff each Semester.
- Ensure effective running of events, including conferences, seminars, planning days and workshops as required.
- Oversee compliance and quality assurance management, in line with requirements under the University’s risk management framework including OH&S, legislation, statutes, regulations and policies.

3. Equal Opportunity, Diversity and Inclusion

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 University’s People Strategy and policies that address
diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

All FEIT employees are required to behave in a manner that creates; supports and encourages an inclusive and safe work environment for all.

https://diversity.eng.unimelb.edu.au/#home

4. 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.

5. Other Information

SCHOOL OF ELECTRICAL, MECHANICAL AND INFRASTRUCTURE ENGINEERING


The School of Electrical, Mechanical and Infrastructure Engineering (EMI) undertakes teaching and research across a range of disciplines that are internationally recognised for their contribution to fundamental research. EMI has several well-established industry linkages and international partnership and is building a vibrant profile of interdisciplinary research, working with industry with an aim to contribute to society. EMI offers a comprehensive range of accredited Master of Engineering and Master of Information Technology programs taught through the Electrical, Mechanical and Infrastructure departments as well as professional Masters programs. The School has a substantial cohort of research higher degree students.

A major focus of the School is to attract and retain outstanding and internationally recognised academic staff. EMI is committed to increasing the number of female engineers and scientists on its staff.
DEPARTMENT OF MECHANICAL ENGINEERING
http://www.mech.unimelb.edu.au

The Department of Mechanical Engineering is one of the largest in Australia. The School provides teaching into subjects in the three-year undergraduate degrees of Science and Commerce, which can be followed by a two-year professional Master of Engineering.

The Department aims to attract and retain the highest quality staff available in order to maintain a vigorous research effort. We address the most urgent contemporary problems of our rapidly developing industrial society, with investigations into biomechanical engineering, fluid mechanics and thermal sciences.

5.1 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world’s biggest challenges. Through our students and our relationships with communities, we can not only respond to society’s needs but anticipate and create engineering and IT solutions for the future.

https://eng.unimelb.edu.au/
https://eng.unimelb.edu.au/about/join-feit

Our ten-year strategy, FEIT 2025, is our School’s commitment to bring to life the University-wide strategy Advancing Melbourne and reinforce the University of Melbourne’s position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

https://eng.unimelb.edu.au/about/feit-2025

5.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It’s consistently ranked among the leading universities in the world, with international
rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University’s 10-year strategy, Advancing Melbourne will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia’s standing on the world stage. We seek to be a leading force in advancing Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally.

https://about.unimelb.edu.au/strategy/advancing-melbourne

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