School of Agriculture and Food
Faculty of Veterinary and Agricultural Sciences

Administration Support Officer

POSITION NO 0056463
CLASSIFICATION UOM 5
SALARY $76,886 to $88,312
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Part time (0.8 FTE)
BASIS OF EMPLOYMENT Fixed Term (up to three years)
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to 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.
CONTACT FOR ENQUIRIES ONLY Deli Chen
Tel +61 3 83448148
Email: delichen@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
**Position Summary**

The Administration Support Officer is responsible for supporting the organisational needs of the ARC Innovation Hub of Smart Fertilizers and Soils Section within the School of Agriculture and Food. This role provides a range of high-level administrative support and services to the Hub Director as well as undertakes projects and ensures commitments associated with the senior leaders are carried out in a timely and professional manner.

The position plays a pivotal role in the support of a wide range of day-to-day activities of the Hub and the Section, requiring a level of discretion, independent judgment and professionalism, with regular interaction with internal and external stakeholders as well as dealing with a variety of commitments.

Reporting to the Hub Director/Soils Section leader, the Administration Support Officer works as part of the professional services team that also provides high quality administrative services to the academic team within Soils Department.

The position is primarily located at the University of Melbourne’s Parkville campus but will be required to travel to other sites from time to time.

**1. Key Responsibilities**

**1.1 Operational Activities and Service Quality**

- Oversee the administrative day to day workload, including but not limited to, organising meetings and committee papers, acting as the first point of contact for enquiries, and where appropriate referring to the correct area of the School, Faculty or University.
- Coordinate appointments, organise and schedule meetings and other commitments, including social functions and travel arrangements.
- Manage routine financial processes including raising purchase orders, paying invoices, coding credit cards
- Provide high level administrative and secretarial support including but not limited to drafting letters, emails, monitoring pending issues, screening phone calls, meeting preparation and filing.
- Liaise with a range of external and internal clients to support research activities
- Under direction from the senior department leaders, carry out special project work as required, seeking input from others as appropriate and necessary.
- Record data and maintain records required for reporting on research projects, including, but not limited to, finances, engagement activities, research outputs etc.
- Provide support to the Hub and project chief investigators well as other senior staff as required or as directed
- Act as recruitment administrator for research group including collating documents required for creation and advertising of positions, liaising with HR advisors and managing Independent Contractor Agreements.
- Other projects and any other duties commensurate with the position as directed by the Supervisor
1.2 INNOVATION AND IMPROVEMENT

- Recommend and assist with process improvements to support smooth information flow with the department and faculty.

1.3 COLLABORATION

- Collaborate with staff across the Faculty and Student and Scholarly Services particularly with respect to Academic Programs and teaching support
- Build and foster working relationships with a diverse range of stakeholders including academic and professional staff within the Hub/Soils Section, as well as staff in other University units
- Foster a commitment to teamwork and promote a supportive work environment
- Actively contribute to relevant overall strategic goals

1.4 RESPONSIBILITY AND COMPLIANCE

- Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- Reliably follow communications protocols and/or policies as appropriate.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- Behavioural Expectations - All staff are expected to maintain the following behaviours:
  - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
  - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address Essential Selection Criteria

2.1 ESSENTIAL

- A degree or an equivalent combination of relevant experience and/or education/training
- Demonstrated experience in the provision of administrative support to multiple stakeholders with a demonstrated capacity to exercise initiative, diplomacy and discretion.
- Demonstrated ability manage a range of administrative tasks including diary organisation, events and secretariat support.
- Strong attention to detail, demonstrated through an ability to produce high-quality, accurate work
- Strong written and verbal communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- Demonstrated experience in the provision of committee secretarial support, including the recording of minutes and capturing actions.
Demonstrated developed professional organisational skills including the ability to coordinate workflow, determine priorities and meet deadlines and effectively balance competing demands.

Demonstrated ability to work with autonomy, as well as flexibility and agility while working in a team

Ability to consistently provide high quality service, anticipate the needs of others, and improve service levels

Demonstrated organisational skills, including the ability to prioritise workload and ensure the timely completion of projects

Demonstrated experience with Microsoft Office software.

2.2 DESIRABLE

Familiarity with University administrative systems, processes, policies and procedures.

2.1 SPECIAL REQUIREMENTS OF THIS POSITION

As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required

After hours work will occasionally be required during scheduled Faculty events

This position requires the incumbent to hold a current and valid Working with Children Check

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Administration Support Officer will work under the general direction of the xxx and will demonstrate the capacity to operate with minimal supervision when performing tasks within the scope of the role. The Administration Support Officer will show initiative and be able to determine appropriate methods of work to ensure activities are undertaken promptly and efficiently and liaise as appropriate with internal and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Administration Support Officer will exercise sound judgement in the management of priorities and competing demands and will be required to support and coordinate the delivery of projects within specified timelines. The position will make assessments and decisions based on policy and precedent, to ensure effective and efficient delivery of objectives and goals.

This position will operate within well defined procedures and will demonstrate good problem solving skills by contributing to the development and review of administrative procedures and delivery of projects including but not limited to reporting schedules, milestones and monitoring of progress.
3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Administration Support Officer will be expected to have, or to acquire, knowledge and understanding of the University’s organisational structure, University policies, procedures and relevant administration systems. An understanding of issues affecting staff in an academic environment is important, along with the capacity to work with a range of people at different levels within the University.

3.4 BREADTH OF THE POSITION

The Administration Support Officer will be expected to liaise with and work closely with a diverse range of stakeholders including academic and professional staff within the Faculty, as well as staff in other University units.

3.5 RESOURCE MANAGEMENT

The Administration Support Officer will have excellent organisational skills and will work closely with the Hub Manager/Soils Section Leader in supporting and coordinating projects as well as assisting with recruitment administration and other ad hoc administration support. The Administration Support Officer will have strong computer and analytical skills and will be able to work flexibly and adapt to new systems and technologies.

3.6 BREADTH OF THE POSITION

The role will be required to work with all areas and locations across the Faculty as well as with central University services and external clients, project stakeholders, prospective employees, honorary and visitors as well as casual appointments.

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 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.

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**

6.1 **FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES**

http://fvas.unimelb.edu.au/

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty’s core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health¹, in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

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