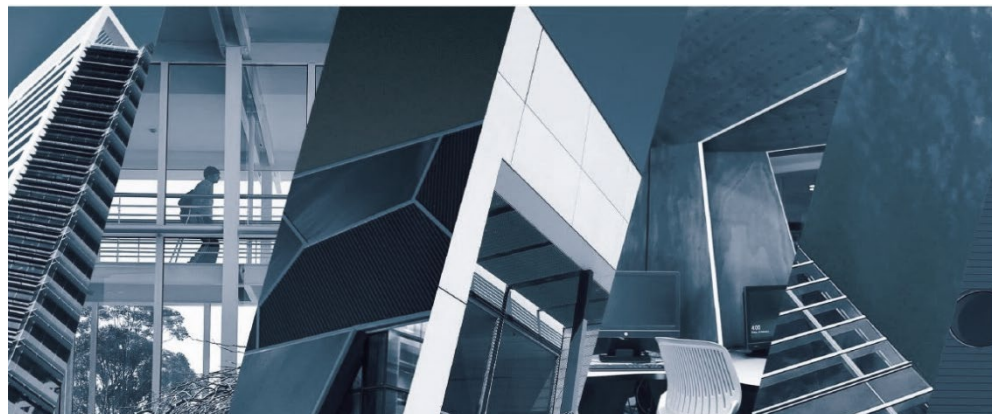


Position Description



| | |
|---------------------------|---|
| Position title: | Schools Services Administrative Officer |
| School/Directorate/VCO: | Academic Services and Support Directorate |
| Campus: | Mt Helen Campus. Travel between campuses may be required. |
| Classification: | Within the HEW Level 4 range |
| Time fraction: | Full-Time |
| Employment mode: | Continuing employment |
| Probationary period: | This appointment is offered subject to the successful completion of a probationary period. |
| Further information from: | Leona Pike, Coordinator, Schools Services Telephone: (03) 53279284 E-mail: l.pike@federation.edu.au |
| Recruitment number: | 850638 |

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Position summary

The Schools Services Administrative Officer is responsible for completing a range of administrative and financial services within the Academic Services and Support Directorate. The position is required to provide administrative support to the School of Arts & School of Education and contribute to the administration of Schools' committees and engagement activities.

The position may be required to travel between University campuses.

Key responsibilities

1. Provide reception services and respond to telephone, email and face-to-face enquiries from staff, students and visitors and provide factual advice in accordance with relevant policies and procedures.
2. Provide administrative support in the preparation of documents, spreadsheets, reports and other correspondence, including providing administrative support to committees if required.
3. Assist with processing Schools' financial transactions including purchasing, invoicing and journals complying with University policies and procedures.
4. Provide administrative support to ensure that the staff workload data is entered accurately within the staff workload planner system.
5. Assist with travel bookings and all other arrangements for staff within the Schools ensuring relevant policies, procedures and guidelines are adhered to.
6. When required, provide administrative support to the Dean of Schools including maintaining an electronic diary, assisting with meeting preparations and liaising with internal and external stakeholders.
7. Contribute to Schools' administrative functions including but not limited to managing mail, office equipment, office allocation and works requests, preparing casual and sessional contracts, organising new staff access and equipment.
8. Assist as required with engagement activities such as conferences, events, seminars and Schools' professional development activities.
9. Other duties as directed by Coordinator, School Services as required.
10. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
11. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Schools Services Administrative Officer works under general direction from the Coordinator, Schools Services and is responsible for providing administrative services to staff to support the Schools' operations. The position is required to provide factual advice and apply relevant School and/or University policies, procedures and guidelines in the processing and preparing tasks as well as when resolving problems and making decisions. The position is also required to determine when problems need to be escalated to the Coordinator, Schools Services for resolution.

The Schools Services Administrative Officer is required to organise and prioritise task to meet deadlines.

Training and qualifications

A diploma level qualification with relevant work related experience; or completion of a Certificate IV with relevant work experience; or completion of a post-trades certificate and extensive relevant experience and on the job training, or completion of a Certificate III with extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.

Position and Organisational relationships

The Schools Services Administrative Officer reports to the Coordinator, Schools Services and works collaboratively with staff within the Academic Services and Support Directorate and across the University to provide consistent, quality administrative services to the Schools.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. Completion of a diploma level qualification with relevant work related experience, or completion of a Certificate IV with relevant work experience, or completion of a post-trades certificate and extensive relevant experience and on the job training, or completion of a Certificate III with extensive relevant work experience, or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated skills in accurately drafting a range of business documents and correspondence including servicing committees by taking minutes, prepare agendas and reports.
3. Demonstrated ability to prioritise work, meet deadlines and deal with confidential information.
4. Demonstrated interpersonal and communication skills, including the ability deliver quality customer service.
5. Demonstrated ability to work independently, as well as part of a team.
6. Demonstrated word processing and software package skills, in particular MS Word, Excel, PowerPoint and e-mail, as well as the demonstrated ability to use relevant IT applications.
7. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.