

Position Description



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| Position title: | Projects and Administrative Support Officer |
| School/Directorate/VCO: | Governance and Strategy |
| Campus: | Mt Helen Campus. Travel between campuses may be required. |
| Classification: | Within the 5 HEW Level range |
| Time fraction: | Full-time |
| Employment mode: | Fixed-term employment |
| Probationary period: | This appointment is offered subject to the successful completion of a probationary period. |
| Further information from: | Ms Jodie Plowright, Executive Officer to Council and Committees of Council Telephone: (03) 5327 6935 Email: j.plowright@federation.edu.au |
| Recruitment number: | 850665 |

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.

Portfolio

The Governance and Strategy Portfolio is responsible for providing high level strategic and governance support and advice to the Vice-Chancellor's Office, the Chancellor and to the Council and Standing Committees of Council. The Governance and Strategy Portfolio provides Company Secretarial support, specialist advice including research, guidance and management of quality assurance and governance policies and processes related to the office of the Chancellor, the Council, the Standing Committees of Council, Academic Board, the Academic Board Executive and standing committees of Academic Board.

Position summary

Reporting to the Executive Officer to Council and Committees of Council and through to the Director, Governance and Strategy, the Projects and Administrative Support Officer is responsible for undertaking specific research and projects in relation to Governance and Strategy processes, procedures and operations as directed. The position is also responsible for supporting the various Boards and Committees managed by the Directorate through the provision of quality secretariat support and specialist advice.

Key responsibilities

1. Undertake specific projects as directed by the Director, Governance and Strategy in relation to the corporate governance procedures and processes of the University.
2. Undertake specific projects and tasks associated with the operations of the Governance and Strategy Directorate to ensure continuous improvement.
3. Provide assistance as directed to the Executive Officer to Council and Committees of Council, in relation to the provision of research services, advice, assistance and quality secretarial services to the Chancellor, the University Council and various boards of the University Council.
4. Provide quality research and secretariat services to the Academic Board, Academic Board Executive Committee and other standing committees of Academic Board and working parties, including the preparation of agendas and minutes and associated documentation, and providing effective communication of proceedings and recommendations.
5. Provide guidance to Chairs of Committees and working parties in order to facilitate timely and appropriate outcomes.
6. Contribute to the writing and review of University policy and procedures through the provision of advice and administrative support to the Director, Governance and Strategy.
7. 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>.
8. 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 Projects and Administrative Support Officer will work under the general direction of the Executive Officer to Council and Committees of Council with further direction from the Director, Governance and Strategy to contribute to the effective and efficient operations of the Governance and Strategy Directorate. The position will work closely with the Director in relation to specific tasks and projects within the Directorate as well as with the Chairs of relevant committees, working parties and other stakeholders. The incumbent will be required to work independently as well as in a team situation.

The Projects and Administrative Support Officer requires independent and sound problem solving skills, and the ability to exercise professional judgement and take responsibility for outcomes.

Training and qualifications

Completion of a degree without subsequent relevant work experience; or completion of diploma and at least two years' subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.

Position and Organisational relationships

The Projects and Administrative Support Officer works under the general supervision of the Director, Governance and Strategy and liaises with the Executive Officer, Council and Committees of Council and the statutory committees of the University including the Academic Board Executive, Academic Board and its standing committees and other staff and students of the University.

The Projects and Administrative Support Officer will be required to develop and maintain effective working relationships with key stakeholders across the University.

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 degree without subsequent relevant work experience; or completion of a diploma and at least two years' subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated project administration experience, including the capacity to contribute to the review of administrative processes and procedures to ensure continuous improvement.
3. Demonstrated secretariat management and communication skills, including the ability to prepare agendas, minutes, reports and working papers for consideration by officers of University Committees.
4. Demonstrated interpersonal skills, including the ability to liaise with a range of stakeholders.
5. Demonstrated ability to exercise initiative and work independently as well as within a team environment.
6. Demonstrated organisational, problem solving and time management skills, including the ability to prioritise competing work demands and meet strict deadlines.
7. A commitment to quality service delivery.
8. 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.