

## Position Description

### Senior Officer, SHE Outreach Program

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| <b>Position No:</b>                     | New   |
| <b>Department:</b>                      | SHE College CET-Outreach  |
| <b>School:</b>                          | College of Science, health and Engineering  |
| <b>Campus/Location:</b>                 | Melbourne, Bundoora   |
| <b>Classification:</b>                  | Higher Education Officer Level 5 (HEO5)   |
| <b>Employment Type:</b>                 | Fixed Term  |
| <b>Position Supervisor:<br/>Number:</b> | Francesca Calati  |
| <b>Other Benefits:</b>                  | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

SHE College Outreach program - <https://www.latrobe.edu.au/outreach>

La Trobe University - <http://www.latrobe.edu.au/about>

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**For enquiries only contact:**

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## Senior Officer, SHE Outreach Program

### Position Context

The SHE College Outreach program portfolio sits within College Educational Team, and comprises of the following sub-units:

- SHE Outreach Program
- The Regional Roadshow Program
- Professional Learning Program
- School Partnership Projects

The SHE College Administrative Officer will report to the Senior School Partnership Advisor but will meet regularly with, and as directed by the Senior School Partnership Advisor, provide support to any of the sub-units.

The position provides general administrative support to the Senior School Partnership Advisor and as directed, works on selected projects pursuant with the position level within the Division.

This position may involve occasional travel to La Trobe's regional campuses as required.

### Duties at this level may include:

- Provide high quality administrative and management support to the portfolio and perform a range of computer-based keyboard activities as required, including spreadsheet processing and data entry & analysis into University systems.
- Assist with the organisation of meetings, appointments, travel and transport arrangements as required.
- Provide a high level of accurate and timely advice, information and general assistance to colleagues and clients on a range of business and administrative matters.
- Perform word processing, secretarial, personal assistant and office administrative duties as required by management.
- Collate and distribute reports and correspondence on behalf of the Division.
- Actively participate in team and professional development and learning activities to develop capabilities, expand knowledge and skills and contribute to group priorities.
- Assist with special projects & event coordination.
- Update mailing databases (hard-copy mailout + Mailchimp mailing list)
- Maintain and update internal documents (e.g. induction pack for demonstrators)
- Maintain external and internal website (editing)
- Collect information for internal articles (LTU Media & Communication newsletter)
- Assist with newsletter drafting
- Other duties commensurate with the level of the position as directed by the Senior School Partnership Advisor
- Participate in the creation of an environment of continuous improvement through the identification of process, procedure and system improvements that benefit the local work area.

### Key Selection Criteria

- Completion of a degree without subsequent relevant work experience; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in performing a range of administrative support duties, including the preparation of reports and correspondence, minute taking and basic research activities.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.

- Excellent written and oral communication and interpersonal skills, including the ability to develop excellent working relationships with, colleagues, students and other stakeholders.
- Experience of planning and progressing work activities within general guidelines, using initiative and judgement.
- Proven ability to work independently and as a member of a team in a busy environment. This includes versatility, and flexibility, enthusiasm with strong level of self-motivation and initiative with demonstrated ability to work as a co-operative, supportive and positive member of a team supporting continuous improvement.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Working knowledge of the work and activities of other areas of the University relevant to the Outreach Programs.
- Effective analytical and problem-solving ability.
- Demonstrated knowledge and understanding of the work practices, processes and procedures relevant to the role, which may include broader sector awareness.

**Desirable knowledge of the following LTU systems:**

- Completed content management system (CMS) training (for www and intranet)
- Oracle (Right Now database)

**Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

**La Trobe Cultural Qualities**

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University, we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.

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For Human Resource Use Only

Initials:                      Date: