

Position Description

Senior Administration Officer (Office of the Provost) - SHE

Position No:	NEW
College:	College of Science, Health and Engineering
Campus/Location:	Bundoora
Classification:	Higher Education Officer Level 6 (HEO6)
Employment Type:	Continuing, Part-Time 0.6 FTE
Position Supervisor:	College Executive Officer
Number:	50098633
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

For enquiries only contact:

Martine Davis, TEL: 9479 2935 Email: m.davis@latrobe.edu.au

Position Description

Senior Administration Officer (Office of the Provost) - SHE

Position Context

The College of Science, Health and Engineering comprises 9 Schools and 19 Departments across La Trobe's multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students in ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

Reporting to the College Executive Officer, this position will be required to provide high level executive support to the College Senior Executive whilst effectively managing the delivery of a wide range of administrative support activities, working collaboratively with the Senior Administration Officer, College Executive Assistant and other professional and administrative staff.

This is a highly visible position with responsibility for a range of confidential matters requiring the ability to exercise considerable judgement, initiative, discretion and independence.

Duties include:

1. Effective professional management of the office of the portfolios of the SHE College Senior Executive, including the Office of the College General Manager (GM), Academic Partnerships, International, Research and Industry Engagement, Learning and Teaching and the Academic and Research Collaborative in Health, including:
 - Effectively manage the GM/Associate Provost/Director calendars through a solid understanding of the business, relative priorities and appropriate delegation.
 - Managing GM/Associate Provost/Director travel arrangements and expenses.
2. Act as a point of contact for the College Office for all internal and external enquiries, ensuring effective communication and liaison with all levels of management across the University, government representatives and international dignitaries and with representatives of other organisational institutions, as required. Ensuring professional and quality service standards are maintained.
3. Managing incoming visitors, mail/calls and actioning appropriately.
4. Management of College Office resources and equipment and the purchasing of consumables.
5. Develop and maintain the College Intranet and website pages and manage internal communications on behalf of the College.
6. Prepare high level and confidential documents, reports, minutes, agendas, and supporting papers for meetings as requested by the SHE College Senior Executive.
7. Organise events on behalf of the College Senior Executive, including but not limited to venue bookings, travel, accommodation, catering and attendance lists.
8. Undertake appropriate research projects or background information searches for the SHE College Senior Executive. This may include preparing material for University committees and other organizations, and may require liaising with senior University staff to obtain appropriate information.
9. Develop office procedures and systems to enhance operational efficiency. This includes ensuring appropriate records are managed, monitored and maintained.
10. Provision of high level executive administrative support (backup), in the absence of the Senior Administration Officer and College Executive Assistant.
11. Actively contribute to a professional team environment that fosters and develops effective working relationships, collaborative work practices, consideration for colleagues and valuing the contribution of others.
12. Undertake other duties as requested by the College Executive Officer or by the SHE College Senior Executive, which is commensurate with the position.

Key Selection Criteria

- Degree with subsequent relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Strong organisational, time and workload management skills, including the ability to effectively and efficiently coordinate and prioritise tasks to meet competing deadlines.
- Demonstrated excellent written and verbal communication skills with a high degree of accuracy and attention to detail.

- Highly effective communication and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively with people at different levels of seniority, internal and external to the University. Demonstrated ability to deal with highly sensitive and confidential issues with discretion and professionalism.
- Demonstrated ability to work independently with minimum supervision, show initiative and work productively as part of a team and take responsibility for outcomes.
- Advanced level computer skills in Microsoft Word, Excel, PowerPoint and experience in web management and sufficient computer literacy to master other relevant computer packages as required.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.

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.

For Human Resource Use Only

Initials: Date: