

Position Description

Senior Operations Coordinator

Position No:	NEW
Department:	ARCSHS
School:	Psychology and Public Health
Campus/Location:	Melbourne (Bundoora)
Classification:	Higher Education Officer Level 7 (HEO7)
Employment Type:	Fixed Term, Part-time
Position Supervisor:	Research Fellow
Number:	50024304
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

School of Psychology and Public Health – <http://latrobe.edu.au/arcshs>

For enquiries only contact:

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Position Context

The College of Science, Health & Engineering comprises 9 Schools and 18 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.

One of the larger Schools within the College, the School of Psychology & Public Health undertakes teaching and research across a broad range of disciplines, including: Public Health; Rehabilitation Counselling; Digital Health and Analytics; Health Information Management; Ergonomics, Safety and Health; Art Therapy; Family Therapy; Psychology; Neuroscience; and Counselling. The School currently comprises seven academic units: the Department of Public Health, the Department of Psychology and Counselling, The Bouverie Centre, the Centre for Alcohol Policy Research (CAPR), the Centre for Health Communication and Participation (CHCP), the Olga Tennison Autism Research Centre (OTARC), and the Australian Research Centre in Sex, Health and Society (ARCSHS).

The Australian Research Centre in Sex, Health and Society has been associated with La Trobe University since 1992. Since that time, ARCSHS has been recognised as a leader in social research into sexuality, health, and the social dimensions of human relationships. ARCSHS is led by a Director and Deputy Director, with an annual budget of around \$5 million.

The Centre specialises in multi-disciplinary social research into sexuality, health, and the social dimensions of human relationships. It works collaboratively and in partnership with communities, community-based organisations, government and professionals in relevant fields to produce research that promotes positive change in policy, practice and people's lives.

The Centre is recognised as one of four national centres funded to carry out strategic research as part of Australia's national response to HIV, viral hepatitis and sexually transmissible infections. ARCSHS has unique expertise in the conduct of community-engaged research and in utilising research findings to produce training and resources for practitioners or to advise policy outcomes.

The position is responsible for managing the overall operational functioning of the Australian Research Centre in Sex, Health and Society (ARCSHS), with a focus on administration, policies and procedures, communications, publications and public profile.

The Senior Operations Coordinator will manage the Centre's administration and operations team, and work in cooperation and collegially with senior staff within the Centre. The position reports to the ARCSHS Chief of Staff, who oversees budgeting and HR for the Centre. The Senior Operations Coordinator will work closely with the ARCSHS Director on key projects and tasks as required.

The position may also work with other administrative services and teams within the School, College and University to deliver on particular projects and functions, and in that context taking direction from the School Manager and the College General Manager as required.

Duties at this level may include:

- Manage a staff team providing administrative services and operations support for ARCSHS
- Develop, maintain and lead the implementation of policies and procedures for the Centre to ensure effective operations

- Work collaboratively with senior staff within the Centre to ensure operations meet their needs, and support the production of consistent, high-quality outputs and outcomes across the Centre
- Project manage strategic activities, on behalf of the ARCSHS Director, with a focus on improving the operations and success of the Centre in key areas
- Assist in compilation and production of key Centre documents for internal reporting and planning purposes, and manage the production of key external documents including the Annual Report
- Oversee the communications of the Centre, including web, social media, publications and events, in collaboration with relevant teams within the University
- Liaise on behalf of the Centre, and work collaboratively, with teams providing administrative service and operational functions for the School/College/University
- Undertake other tasks, as directed by the ARCSHS Chief of Staff or Centre Director, School Manager and/or the College General Manager.

Key Selection Criteria

Essential

- A tertiary degree with subsequent relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience
- Experience in staff supervision, and in leading teams delivering high-quality administrative and operational functions
- Demonstrated high-level written communication skills, including compiling information from multiple sources, and attention to detail
- Proven ability in project management, from planning to implementation and review, and ability to deliver results under direction
- Proven ability in managing policies and procedures, including excellent interpersonal skills in working with senior staff to ensure successful development and implementation
- Demonstrated expertise in the areas of communications, publications and events, developed through relevant experience and application
- Demonstrated ability to manage priorities and actively problem-solve under supervision
- Contemporary and affirming attitudes regarding sexuality, gender diversity and drug use

Desirable

- Professional experience in a university, preferably in a research environment, and understanding of current issues impacting the sector
- Working knowledge of the activities of ARCSHS/School/College/University

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.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

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: