

Position Description

Administration Officer

Position No:	50148332
Business Unit:	School of Education
Division:	Office of the Provost
Department:	School of Education
Classification Level:	HEO5
Employment Type:	Part-Time (0.5 FTE), Continuing
Campus Location:	Melbourne or Bendigo
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

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

Position Context/Purpose

This position will provide general administrative services supporting the Dean, Head of School and Associate Deans, and provide secretariat support for the committees within the School of Education. The primary responsibilities of this position are to provide quality customer service through high level administrative support and advice to assist in the effective and efficient administration of the School. In collaboration with the Senior Manager, the incumbent will work as part of a team to assist in ensuring that School objectives are met, and that University policies and procedures are followed. In so doing the incumbent will observe a high standard of confidentiality.

Preferred working times are:

Monday 10-3

Tuesday - 10-1:15

Wednesday - 10-1:15

Thursday - 11:30 - 4:30

Monday - Wednesday hours are negotiable, however Thursday must cover the hours specified due to set scheduled committee meetings.

Duties at this level will include

- Provision of administrative assistance and support including but not limited to; monitoring of incoming calls/emails/mail; Dean/Head of School and Associate Deans diary management; committee secretariat, including agenda preparation, collating data/reports submitted; minute/action items recorded, development of and application of administrative procedures and systems; financial management; and liaison with internal and external clients.
- Documenting of outcomes and/or note-taking for internal working or reference groups, or team meetings, and monitors any follow-up actions.
- Provision of support to manage financial resources and attributes.
- Record keeping and filing.
- Provision of event and project-based administrative support and assistance
- General operational assistance and coordination, including coordinating and organising meetings, booking venues and travel.
- Monitors and maintains records/reports to meet both internal and external requirements.
- Purchase and maintenance of office equipment, ordering of office supplies, and maintenance of office filing systems.
- Liaises, communicates and builds relationships within La Trobe as well as with outside bodies, to support/represent School/Division/Department/Sub-unit activities.
- Provides cross functional team support and coverage as and when required.
- Actively participate and contribute to create an environment of continuous improvement to business processes and practices and identify ways of exceeding customer expectations.
- Perform other administrative duties as required.

Skills and knowledge required for the position

- Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years' subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or completion of a post-trades certificate and extensive (typically more than two

years') relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.

- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility to deliver outputs in a timely manner.
- Demonstrated ability to work independently, follow established procedures with limited supervision and contribute positively to an effective team.
- High level proficiency in computer software packages including word processing, spreadsheets, databases, electronic mail, and the use of the internet as a research tool.
- Excellent communication and interpersonal skills, with a demonstrated customer service focus and solution orientated approach.
- An excellent understanding and demonstrated experience in customer service including high level interpersonal skills and the ability to respond to people positively, confidently and with respect.

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.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

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.

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Initials: Date: