Position Description

**Title:** Project Administrator

**HEW Level:** Level 4

**Faculty/Office:** DVC – Academic

**Position Number:** 0000076270

**Department/Team:** Indigenous Strategy

**Date:** May 2017

**Position Purpose:** To provide project and administrative support to Walanga Muru and its activities.

**ORGANISATIONAL CONTEXT**

The Deputy Vice-Chancellor (Academic) (DVC-A) is the chief academic officer of the University and is the member of the University Executive.

The DVC-A portfolio has a key role in overseeing the development of a balanced academic staff profile for the University as well as the capabilities of the academy. The portfolio also oversees the development and execution of indigenous and widening participation strategies and plans as well as the operations of the University Art Gallery.

Walanga Muru, the University’s Aboriginal student engagement and strategy office, located within the DVC-A Office, is a culturally safe environment that leads the development and implementation of the University’s Indigenous engagement and advancement strategies. The Indigenous Strategy and Policy team within Walanga Muru is responsible for improving Indigenous inclusion, access and participation at Macquarie University through policy change, program development and cultural education.

Our objective is to create a distinct Indigenous brand that will attract and retain Indigenous students and staff. Our approach is to consult with Indigenous communities to identify the barriers to Indigenous education and employment, in order to develop programs and initiatives that will increase Indigenous enrolments, completions, and employment opportunities. We provide leadership and guidance on matters relating to Indigenous education and employment within the University.

**ORGANISATION CHART**
## KEY ACCOUNTABILITIES

- Provide project and administrative support to the Project Coordinator and the Team Leader, Indigenous Strategy and Policy including gathering internal and external information on support services to Indigenous students to identify best practice.
- Gather information for the Project Coordinator and the Team Leader, Indigenous Strategy and Policy to assist in the monitoring and tracking of progress in Indigenous programs and projects, including monthly and other required reports.
- Contribute to the development and implementation of internal communications processes within Walanga Muru to enable transparency of work activity and outcomes.
- Contribute to the identification and development of improvements in Walanga Muru processes to ensure efficiency and effectiveness.
- Design and prepare promotional materials within University guidelines for Walanga Muru and its programs.
- Update and maintain the Indigenous focused areas of the website and social media platforms.
- Provide support with the coordination of events run by Walanga Muru including cultural workshops and activities.
- Provide administrative support to Walanga Muru including assistance with financial and budgetary processes.
- In conjunction with Walanga Muru team leaders, attend and contribute to meetings relating to student support matters, outreach activities and building inter-faculty collaborations.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Project Coordinator</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>Nil.</td>
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### Key Direct Clients:
- Staff in Walanga Muru
- MQ Indigenous students
- Student Administration staff
- Other external contacts
- Particular staff members in other offices or departments

### Other Key Relationships:
- Department of Indigenous Studies
- Particular staff members in other offices or departments
- Immediate team members
- MQ students
- Other external contacts

### Budget Accountability:
- N/A

### Role-specific Conditions:
- Aboriginal and/or Torres Strait Islander
- Working with children check may be required

### Scope and autonomy
- Work tasks may require interpretation, decisions and advice within the scope of defined systems, processes, procedures and techniques.

### Problem solving
- Applies knowledge of standard processes, procedures, systems and/or techniques to identify and implement solutions to problems.
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Service Focus: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td>Interpersonal Impact: Making a positive impression on others in a range of interpersonal contexts.</td>
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<td>Relationship Management: Establishing effective working relationships with others.</td>
<td>Resilience: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td>Teamwork: Working in collaboration with others to achieve shared goals.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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<tr>
<td>REQUIRED KNOWLEDGE</td>
<td>KEY EXPERIENCES</td>
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<td>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</td>
<td>Practical experiences and exposure to specific environment or activities related to successful performance.</td>
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<td>Degree or working towards completion of a degree and/or equivalent experience. Computer skills including Microsoft Office, particularly MS Excel or the use of databases.</td>
<td>Working as part of a team. Providing customer service and/or administration support. Ability to work across multiple projects. Awareness of cultural/ Indigenous communication styles across a variety of mediums.</td>
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| ACQUIRED KNOWLEDGE | |
|--------------------| |
| Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance. | Knowledge of the Indigenous Strategy functions and structure, policies and systems. Knowledge of what other areas of the University do and how they interact with the Office. |