Position Description

Title: Implementation Administrator
HEW Level: 6

Faculty/Office: Office of Advancement
Position Number:

Department/Team: Major Gifts
Date: September 2017

Position Purpose: To coordinate and provide support for the implementation of projects funded via gifts and prizes from donors through the Principal and Major Gifts team.

ORGANISATIONAL CONTEXT
The DVC-CEA portfolio is responsible for achieving the strategic goals for the University with regard to external relationships and engagement. The portfolio includes:

- The Office of Advancement, who lead and support the University’s fundraising and alumni relations endeavours.
- Group Marketing, who manage and promote the University’s brand, reputation and achievements.
- Corporate Engagement, who identify, develop and grow relationships with local, national and international corporate partners to support University goals.
- Future Students, who are responsible for promoting the University to potential students from Australia.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Initiate, coordinate and implement activities and tasks for projects funded by donors through the Principal and Major Gifts team.
- Review gift, prize and scholarship agreements to ensure the University's obligations are met.
- Monitor progress and implementation of donation projects, gifts, prizes and scholarships through to completion aligned with contractual agreements.
- Identify and escalate risks and issues to the Director of Development, Principal and Major Gifts to achieve agreed outcomes.
- Build and maintain relationships and work in collaboration with the Major Gifts team and other stakeholders to achieve donation purposes.
- Monitor and report on budget and expenses related to donor funded projects, gifts, prizes and scholarships to ensure funds are used appropriately.
- Collect and analyse relevant data and information and prepare reports to inform progress and completion of donor funded projects.
- Develop and establish processes and systems for the implementation of donor funded projects, gifts, prizes and scholarships.
- Provide administrative support for the Major Gifts team and its activities.
- 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>Director of Development, Principal and Major Gifts</th>
</tr>
</thead>
</table>
| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | Executive Director, Advancement  
Director of Development, Principal and Major Gifts  
Current Donors  
Immediate team members  
Other external contacts |
| Other Key Relationships: | Executive Group  
Coursework Scholarships and Prizes team  
Faculty Office Staff  
Heads of Department  
Department Administration Staff |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy: | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving: | Regularly identifies, designs, develops and implements improvements to work procedures, practices, systems and/or techniques. |
## CAPABILITY FRAMEWORK

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

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
</tr>
<tr>
<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Communication</strong>: Effectively articulates key messages, both verbally and in writing, adapting to suit context and audience.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
</tr>
<tr>
<td><strong>Service Focus</strong>: Making students, staff, alumni and other key contacts and their needs a priority.</td>
<td><strong>Interpersonal Impact</strong>: Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
<td><strong>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Teamwork</strong>: Working in collaboration with others to achieve shared goals.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td></td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
</tr>
</tbody>
</table>
**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Knowledge of the higher education sector
Understanding of fundraising
Computer skills including Microsoft Office and internet.

**ACQUIRED KNOWLEDGE**
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of the office’s functions and structure.
Knowledge of the office’s policies, systems, processes and procedures.
Knowledge of what other areas of the University do and how they interact with the office.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.

Coordinating multiple projects while working to competing deadlines
Working in a fast-paced administration role
Building and managing relationships
Collecting and analysing data and producing reports