**Position Description**

**Title:** Administrator, Research Centre  
**HEW Level:** HEW 6

**Faculty/Office:** Science and Engineering  
**Position Number:**

**Department:** Various  
**Date:** August 2018

**Position Purpose:** To provide comprehensive administration and operational support to the ARC Research Centre.

### ORGANISATIONAL CONTEXT

**The Faculty of Science and Engineering** offers both undergraduate and postgraduate Degree programs across a diverse range of disciplines. The Faculty is also home to a number of world-class research centres. The Faculty continues to grow links with industry by building partnerships with Commercial, government, cultural and professional organisations.

The operations function supports the Research Centre across the full scope of student and academic lifecycles including financial management, staff and student administration, event management and communications.

The Administrator, Research Centre will work broadly under the guidance of the Research Director to ensure the smooth functioning of the day to day operations of the Research Centre.

*In some limited situations, due to the specific requirements of the role and how the position relates to the Department, the reporting line may be to the Department Manager or another suitable alternative.*

### ORGANISATION CHART

![Organisational Chart](chart.png)
## KEY ACCOUNTABILITIES

- Prepare regular financial reporting for the Centre / Program Manager on expenditure against budget and project accounts
- Undertake data collection and analysis and prepare reports or documentation for internal or external reporting or decision-making purposes as required
- Review all Centre / Program general ledger accounts and amend or report on anomalies, as well as ongoing accounts payable, purchasing and journal entry work.
- Provide administrative services and support in relation to the financial aspects of the Centre including operating funds, accounts, research funds, accounts receivable, purchasing and asset management
- Coordinate on and off-site events and meetings including arranging bookings, catering, travel and conference attendance etc.
- Act as Centre contact for IT and facility management including space/office requirements and maintain the floorplan, Centre / Program directory and other resources as required
- Assist in the drafting and distribution of Centre communications and marketing material (including collating and editing the annual report), ensuring website content is updated and current
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification

## POSITION CONTEXT

| Reports to: | Centre Director or Chief Investigator |
| Positions Reporting to: | Direct: nil |
| Key Direct Clients: | External funding agencies, State and Federal government departments, Research Partner organisations, Collaborating universities, Faculty of Science and Engineering staff |
| Other Key Relationships: | Administration staff across departments and the university, Faculty level support teams (e.g. Student Services, IT), Functional support areas across the university e.g. Marketing, Finance, HR, IT, Heads of departments, Immediate team members |
| Budget Accountability: | Nil Research Centre budget will be between $3-5M |
| Role-specific Conditions: | A current driver’s license, After hours work may be required, Travel may be required |
| Scope and autonomy | Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed. |
| Problem solving | Draws on own knowledge and experience to analyse problems and develops and implements solutions. |
## 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 Clusters of behaviours required for successful performance.</th>
<th>ATTRIBUTES Personal qualities related to successful performance.</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>Accountability: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td></td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- A degree and/or equivalent experience.
- Intermediate to advanced computer skills including Microsoft Office and internet including advanced skills in excel.
- Finance and budgeting principles and practices

### 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 faculty’s functions and structure.
- Knowledge of the faculty’s policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the faculty.
- Working knowledge of the university’s Finance and HR systems

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

- Working in a complex administration environment
- Analysing and manipulating financial data
- Experience working with financial systems and reporting
- Providing service to customers
- Interacting with a diverse range of stakeholders
- Event coordination