

Position Title	Administrative Officer
Classification	Level 6
School/Division	School of Engineering
Centre/Section	Future Energy Exports CRC
Supervisor Title	Chief Operating Officer
Supervisor Position Number	319126
Position Number	822227

Your work area

The Future Energy Exports Cooperative Research Centre (FEnEx CRC) is an Australian not-for-profit organisation striving to decarbonise energy exports through industrial-scale research and innovation. Established in 2020 as a research-driven charity, the organisation also delivers education and training, evidence-based advice to inform the development of government policies, testing facilities and PhD scholarship opportunities. Through research and innovation in LNG and Hydrogen, the FEnEx CRC will help Australia remain at the forefront of energy provision internationally.

Reporting structure

Report to: Chief Operating Officer

Your role

As the appointee you will, under general direction and a high degree of autonomy, provide a high level of administrative and secretarial support to the CRC and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation. You will liaise with internal staff, other CRCs, and external research partners, as well as industry and commerce.

Your key responsibilities

- Provide complex administrative and secretarial support, including the interpretation and application of university policy and procedures, to the CRC including the CEO & COO, organise meetings, and maintain contacts on the database.
- Manage and coordinate external events.
- Coordinate the outreach and PR activities to help raise the public profile of the CRC.
- Coordinate the production of the annual report.
- Provide customer/visitor service including reception duties, booking of travel & accommodation.
- Liaise with internal ISC members across campus and external partners.
- Prepare and coordinate monthly credit card acquittal, reimbursements, and invoices.
- Maintain office area (e.g. ordering and maintaining stationery).
- Other duties as directed.

Your specific work capabilities (selection criteria)

- Relevant tertiary qualification with subsequent relevant experience or demonstrated equivalent.
- Extensive relevant administrative experience at an appropriate level.
- Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines.
- Excellent written and verbal communication skills.

- Ability to work independently, show initiative and work productively as part of a team.
- Proficiency in a range of office computing skills including word processing, spreadsheets, databases, internet and email.
- Experience with financial software (PeopleSoft), travel booking/expense management software (Concur), web content management software is desirable.

Special requirements (selection criteria)

Occasional after-hours work may be required.

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).