



Position Description

Position Title:	Academic Services Officer
Position Classification:	Level 5 (Dual classification: Level 4 or Level 5)
Position Number:	317146, 317147, 317148, 317149, 317150, 317151, 317152, 318366
Faculty/Office:	Service Delivery
School/Division:	Faculty SDC – HMS
Centre/Section:	Academic Services – HMS
Supervisor Title:	Team Leader, Academic Services
Supervisor Position Number:	316998

Your work area

The Academic Services team is responsible for providing academic administration and support services to a wide range of clients including Heads of School, academic staff and students across the Faculty. The team is committed to providing a quality outcome with a focus on continuous improvement.

The Rural Clinical School of Western Australia is a unit within the Medical School of the Faculty of Health and Medical Sciences, which provides rural clinical training for WA medical students. The RCSWA spans a breadth of some 3,500kms across multiple sites in WA order to provide a positive rural educational experience, increase the quantity and quality of the rural workforce and in turn improve health outcomes in rural and remote Australia.

Reporting structure

Reports to: Team Leader, Academic Services

Your role

Under limited direction of the Academic Services Team Leader, you will provide a high level of administrative support to the area 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 provide site level support to students and the Medical Coordinator

Your key responsibilities

Plan and coordinate a range of administrative functions associated with services provided by the Academic Services Team across the Faculty, and specific general administrative services required by a site

Respond appropriately to complex and detailed enquiries using judgement and initiative

Liaise with other areas applying a sound knowledge of the office activities

Provide in depth advice and information on policies and procedures

Suggest and implement improvements including workflow and practices

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative experience at an appropriate level

Proficient in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed organisational skills and demonstrated ability to prioritise and meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Highly developed written and verbal communication skills

Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

The RCSWA spans multiple rural sites and an urban centre node. Staff are required to be based at a nominated site.

Compliance

Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.