

Position Title	Senior School Operations Officer (Dentistry)
Classification	Level 6
School/Division	College Services
Centre/Section	Schools Operations
Supervisor Title	Senior Coordinator (School Operations)
Supervisor Position Number	320041
Position Number	320121

Your work area

College Services provides academic administration and technical support services to the University's schools, including Heads of School, academic staff and research students. The team is committed to providing effective and efficient services in support of the Schools' and University's strategic objectives, with a focus on continuous improvement and best practice. The Schools Operations team provides academic support services and general administrative support to the University's Schools.

Reporting structure

Reports to: Senior Coordinator (School Operations)

Your role

As the appointee you will, under limited direction provide senior administrative support to the School of Dentistry and Oral Health Centre of WA, and take a responsible role in the establishment, maintenance and improvement of the office systems and policies and procedures to ensure its efficient operation and use expertise to recommend and implement new office policies and procedures.

Your key responsibilities

Establish, document and maintain policies and procedures and office systems for efficient operation

Plan, implement and coordinate administrative functions associated with the operations of the Dental School and its academic programs

Provide high level executive support to the Dean, and other members of the School academic leadership

Obtain research material and ensure all action is taken

Assist with special projects, research and the preparation of briefing papers

Undertake planning involving resource use or develop proposals for resource allocation

Set medium term priorities and monitor work flows and systems

Respond to complex and diverse enquiries using judgement and initiative, analyse and provide innovative solutions

Provide authoritative advice and information on policies and procedures

Liaise with staff and external organisations on sensitive matters
Maintain an awareness of the higher education sector general issues
Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualifications demonstrated equivalent competency
Substantial relevant senior administrative experience at an appropriate level
Excellent written and verbal communication skills
Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines
Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email
Ability to work independently, show initiative and work productively as part of a team
Highly developed ability to carry out research and write reports
Experience working in a University environment or similar large organisation
Commitment to providing a high level of quality customer service

Special requirements (selection criteria)

There are no special requirements

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct hr.uwa.edu.au/policies/policies/conduct/code/conduct

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/