**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Senior Administrator** |
| **Position Number:** | 00026444 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | Division of Research and Innovation |
| **School/Branch:** | Environment Institute |
| **Reports to (position title):** | Institute Manager, Environment Institute |
| **Delegations:** | N/A |
| **Special Conditions:** | * Reasonable workplace adjustments will be made for people with a disability
* Some work outside standard hours may be required
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| **Significant Working Relationships:** | * Director of EI, Institute Manager, Directors of Centres supported by EI, EI’s other internal and external stakeholders and Advisory Boards.
* Faculties of SET, ABLE and HMS, Office of the DVC(R), Academic Staff; Pro-vice Chancellors; ICS
* Services and Resources (ITS, Property, HR, Finance); Research Branch; Office of the DVCR; External Relations / Marketing Engagement Branch.
* External Industry partners and stakeholders; external university research partners; funding bodies; industry associations, contractors to EI.
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| **POSITION SUMMARY** |
| The University of Adelaide is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international reputation and commitment to innovation and excellence in research and teaching. The Division of Research and Innovation provides leadership in achieving the University’s strategic goals, particularly in relation to research strategy, researcher education, services, infrastructure and supporting the development of world-class research and impact, both nationally and internationally. Supporting an ethos of excellence, innovation, engagement and impact, the Division is responsible for achieving the research objectives set out in the University Strategic Plan.The Environment Institute brings together leading research groups across all faculties of the University of Adelaide, in the fields of science, engineering, economics and social science relating to the management and use of natural resources and assets. Research undertaken by the Environment Institute underpins the discovery and conservation of the world’s biodiversity and takes an inter-disciplinary approach to understand how we can better manage our water and landscapes to provide the greatest levels of well-being to our society. Working under general direction, the Senior Administrator will report to the Institute Manager to support the activities of EI and its supported Centres, on a wide-range of administrative tasks, including the provision of support for the Institute research priorities and EI Industry Advisory Board. The position will assist with EI and its outreach communications activity including the websites, publications and coordination of / organisation of events. |

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| **KEY RESPONSIBILITIES** |
| Administrative support | * Assist with the management, coordination and processing of correspondence through the Institute Office including the preparation of draft letters, memos, email and other documentation, maintaining confidentiality at all times.
* Manage office stationery and consumable supplies.
* Collate data and information for project reporting and maintaining Institute databases.
* Provide a friendly and professional first point of contact for internal and external stakeholders and interested other parties.
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| Executive Support | * Provide executive support and assistance to the Director and Institute Manager within the EI, including diary management, report writing, preparation of correspondence and presentations, and travel arrangements.
* Provide administrative and secretariat support to internal and external committees and research theme leaders , as directed by the Institute Director and Institute Manger, including preparation of agendas, minute-taking and monitoring of action items.
* Participate in projects as directed by the Institute Director and Institute Manager and proactively contribute to change initiatives.
* Assist the Institute Director and Institute Manager to resolve routine and non-routine issues.
* Develop and maintain effective professional relationships with other executive support staff across the University.
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| Communication and engagement | * Coordinate arrangements for functions, workshops and public events including room bookings, managing meeting requests, catering, transport/travel requirements, IT and other event management duties as required.
* Support developing and implementing the communication and engagement plan of the Institute in consultation with the University marketing staff and the Institute Director and manager.
* Assist with drafting and preparation of the Institute publications including the Annual Report and other documents as necessary.
* Assist with developing and maintaining the EI web pages
* Support all aspects of marketing and communication activity including advertising, publications, media, social media and public relations efforts.
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| Finance administration | * Support the EI funding rounds by managing applications and ensuring EI financial commitments and pipeline are up to date, in collaboration with the Institute Manager and Finance.
* Generate monthly activity reporting and adhoc reporting as required
* Provide administrative support for financial activities according to university policies including raising purchase orders and contractor management.
* Manage credit card acquittals.
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| Record Management | * Register required documents through the University HPRM system in consultation with the Institute Manager.
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| Other reasonable duties commensurate with classification level. |

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| **PEOPLE MANAGEMENT RESPONSIBILITIES** |
| * N/A
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| **CAPABILITIES AND BEHAVIOURS** |
| Use the [Capability Dictionary](https://www.adelaide.edu.au/hr/ua/media/1605/rec-core-capability-dictionary.pdf) to identify the capabilities associated with the classification of this position. Staff are required to read and understand the capabilities and associated behaviours that align with the classification of this position. |

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| **UNIVERSITY EXPECTATIONS** |
| Staff are required to read, understand and comply with all University policies, procedures and reasonable direction, whilst demonstrating professional workplace behaviours in accordance with the University’s Code of Conduct |

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| **STAFF VALUES AND BEHAVIOUR FRAMEWORK** |
| Our culture is one that welcomes all and embraces diversity consistent with our [Staff Values and Behaviour Framework](https://www.adelaide.edu.au/hr/organisational-development/university-values) and our Values of integrity, respect, collegiality, excellence and discovery. We firmly believe that our people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. |

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| **SELECTION CRITERIA** |
| **Knowledge and Experience:**1. Proven experience in an administrative role with excellent organisational and time management skills including the ability to prioritise work and work independently as appropriate.
2. Excellent written and verbal communication skills including report writing.
3. Excellent interpersonal skills to work collegially as part of a team and with a wide range of stakeholder groups, particularly external clients.
4. Well-developed computer skills including intermediate to advanced level experience in Word, Excel, and PowerPoint.
5. Experience in providing financial support.
6. Experience working in a marketing environment with an overall understanding of marketing processes.
7. Experience in website management.
8. Experience in organising and managing events
9. Demonstrated ability to promote the organisational values of integrity, respect, collegiality, excellence and discovery, and a commitment to positively comply with the associated behaviour expectations.

**Qualification/s:*** Certificate III and extensive relevant experience, or an equivalent combination of experience and/or education/training.
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