**POSITION DESCRIPTION**

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| **POSITION DETAILS** |  |
| **Position Title:** | **Senior Administrator** |
| **Position Number:** | 00017614 |
| **Classification:** | HEO5 |
| **Faculty/Division:** | Division of Research and Innovation |
| **School/Branch:** | Institute for Sustainability, Energy and Resources |
| **Reports to (position title):** | Manager, Institute for Sustainability, Energy and Resources |
| **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 ISER, Institute Manager, Directors of Centres supported by ISER, ISERs’ other internal and external stakeholders and Advisory Boards.
* Faculties of SET and ABLE, Office of the DVC(R), Academic Staff; Pro-Vice Chancellors; ICP; UniSA colleagues
* ITDS, HR, Finance); Research Services; Office of the DVCR; External Relations / Marketing Engagement.
* External industry partners and stakeholders; external university research partners; funding bodies; industry associations, contractors to ISER.
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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 strategy for ISER is to consolidate the University’s sustainable energy and resources expertise, to further grow that expertise, and to build state, national and international government and industry collaborations. Our objective is to make the University of Adelaide the recognised Asia-Pacific centre of excellence in the integrated provision of research, education and consulting services for the sustainable energy and resources sector, as well as other industries with research efforts on improving sustainability in these areas. By building on existing strengths and aligning to key state and national priorities the Institute will be able to leverage industry, government and public support, to drive and to deliver key national and State objectives, and to ensure the maximum exposure and take-up of research outcomes.Working under general direction, the Senior Administrator will report to the Institute Manager, Institute for Sustainability Energy and Resources to support the activities of ISER and its supported Centres. The role will involve a wide-range of administrative tasks, including the provision of support for all activities of the Institute and support of its governance committees. The position will assist with ISER and its outreach communications activities including the websites, publications and coordination of / organisation of events. |

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| **KEY RESPONSIBILITIES** |
| Administrative support | * Deliver secretarial and administrative support to the Director ISER and the Institute Manager. This includes diary management for the Director, as well as triage of the Director’s emails and inbox management. This role will be the central point for the organisation of relevant meetings, events, travel and conference bookings.
* Ensure ISER financial commitments and pipeline are up to date in collaboration with Finance
* Diaries are managed to meet the competing needs and priorities of the ISER Director and the Institute Manager.
* Administrative support for the Institute and governance boards and meetings that the Institute operates including taking minutes, distributing agendas and minutes and assisting with follow-up actions.
* Provide assistance to external clients of ISER, by prioritising external interactions with the Institute Director, Institute Manager and Centre Directors and members. Ensure that good working relationships are developed and maintained with external clients.
* Assist with compiling and submitting bids and proposals led by ISER under the direction of the bid leader or sponsoring Centre Directors and Institute Manager.
* Collate data and information for Project Reporting.
* Conduct purchasing according to University policy.
* 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. This includes daily maintenance of the ISER email inbox.
* Maintain Institute data bases.
* Co-ordinate drafting and preparation of the Institute outreach communication programs including the Annual Report and other documents as necessary.
* Assist with developing and maintaining the ISER web pages and accounts.
* Support the implementation of the marketing plan of the Institute in consultation with the University marketing staff and the Institute Director and manager.
* Support all aspects of marketing and outreach activity including advertising, publications, media and public relations efforts.
* Coordinate and organise a series of external facing workshops on Institute Priority Areas as part of bids.
* Provide a friendly and professional first point of contact for internal and external stakeholders and interested other parties.
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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 through purchasing, invoicing and maintaining budget updates.
6. Demonstrated ability to provide high quality support to the Director, manage their diary and provide triaging of emails and email inbox management.
7. Experience in website management.
8. Experience in organising and managing events (desirable).
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:*** Completion of a degree without subsequent relevant work experience; or
* Completion of a Certificate IV and extensive relevant work experience; or
* An equivalent combination of relevant experience and/or education/training.
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