Position Description

College/Division: Research & Innovation Portfolio
Faculty/School/Centre: Research Initiatives & Infrastructure
Department/Unit: Australian Community Climate & Earth System Simulator, National Research Infrastructure (ACCESS NRI)
Position Title: Office Administrator
Classification: ANU Officer Grade 5 (Administration)
Responsible to: Business Manager

Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
ACCESS – The Australian Community Climate and Earth System Simulator – is a collaborative venture between Government and the Australian research community to support development, maintenance and access to climate and weather models. ACCESS is being transformed into a national research infrastructure capability accessible by a broader community of users, enabled by Australian Government investment through the National Collaborative Research Infrastructure Strategy (NCRIS). Hosted at ANU, ACCESS-NRI (ACCESS National Research Infrastructure) is being established as a multi-party collaborative venture responding to the current and future needs of Australia’s scientific, Government and stakeholder community.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Office Administrator reports to the Business Manager, ACCESS-NRI and acts as the first point of contact for all staff and visitors within ACCESS-NRI, providing friendly, accurate and timely advice. The position is important in continuing to promote the excellent workplace culture of collaboration, friendliness and thoughtfulness. The Centre Administration Officer is responsible for the provision of administrative and operational support within ACCESS-NRI, including travel management, hosting visitors, staff induction, work health and safety, building maintenance, procurement, liaison with IT support, committee secretariat support and reporting.

Role Statement:
Under the general direction of the Business Manager, the Office Administrator will:

1. Act as the first point of contact for enquiries, managing the flow of incoming and outgoing written correspondence and phone calls, providing advice on a range of policies and procedures, redirecting enquiries to the relevant staff, when needed, and drafting various reports and general correspondence as requested.

2. Provide high level administrative support, liaising with staff and visitors to ensure the efficient and effective delivery of:
   - Diary management, coordinating appointments and proactively resolving conflicting demands and commitments
   - International and domestic travel coordination, providing assistance on the online Travel Approval process and ensuring flight and accommodation booking in accordance with University policies and local area protocols
   - Financial administration including the accurate processing of financial transactions, processing and/or coordinating purchase card reconciliations, organising reimbursements, preparing travel forms and per-diems and running various periodic and ad-hoc reports
   - Human resources administration, including the preparation of various paperwork for approvals, basic HR system processing and reports.

3. Provide general administrative and secretarial support on a range of other matters including, but not limited to: committee and event management support, room allocation and booking, collating and placing
stationery orders, arranging access cards and IT access and ensuring appropriate maintenance of office space and equipment.
4. Liaise and develop networks with administrative and executive support staff within the area, the University and external stakeholders as appropriate.
5. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
6. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA:**
1. Demonstrated relevant experience in an administrative role in a complex environment. Relevant qualifications will be highly regarded, as will experience in finance or human resources.
2. Demonstrated high level customer service with effective communication skills and experience drafting business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
4. Proficiency using the MsOffice suite, especially Outlook and Word. Experience with online data management platforms will be highly regarded.
5. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

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**References:**

*Professional Staff Classification Descriptors*