Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>College of Business and Economics</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
<td>Research School of Management</td>
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<td>Department/Unit:</td>
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<tr>
<td>Position Title:</td>
<td>School Administration Officer</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 5 (Administration)</td>
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<td>Position No:</td>
<td></td>
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<tr>
<td>Responsible to:</td>
<td>Shreejana Niraula</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td></td>
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<tr>
<td>Delegation(s) Assigned:</td>
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PURPOSE STATEMENT:

The School Administrator provides general administrative support, contributing to the efficient coordination of the day-to-day operations of the School through liaising with staff and students and providing advice and assistance on a wide range of general and student administration, events, marketing and stakeholder engagement matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The School Administrator undertakes a broad range of administrative tasks relating to day-to-day activities, acting as a first point of contact for administrative services and providing support to a variety of stakeholders including staff, students and visitors, working in partnership with team members and with colleagues in Central Services.

Our College values of Excellence, Robustness, Respect, Collegiality and Unity represent what we care about collectively. We refer to our College values to guide behaviour that helps ensure that we are treating one another well and are working together in the most effective way possible. Our Values and Behaviours are available here.

Role Statement:
Under general direction, the School Administrator will:
1. Respond to enquiries and providing first-level advice on a wide 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, students and other stakeholders to ensure the efficient and effective delivery of:
   a. RSM events, including the planning and implementation of the marketing and communication plan and school event calendar.
   b. UG and PG recruitment and retention support as required by the school.
   c. Client management for work integrated learning and industry project agreement.
3. Provide general administrative support to school academic staff in relation to external engagement opportunities such as grant applications including but not limited to costing and pricing.
4. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
6. To adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity.
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, student administration 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 and experience with online data management platforms and website maintenance.
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.

Supervisor/Delegate Name: Shreejana Niraula  Date: 05 November 2021

References:
Professional Staff Classification Descriptors