Position Description

College/Division: ANU College of Business and Economics
Faculty/School/Centre: Research School of Economics
Department/Unit: School Adminsitration
Position Title: Senior School Administrator
Classification: ANU Officer Grade 6/7 (Administration)
Position No: 11804
Responsible to: School Manager

PURPOSE STATEMENT:
The Senior School Administrator ensures the efficient and effective provision of general administrative support and the coordination of the day-to-day operations of the School through liaising with staff and students and providing high level advice and assistance on a wide range of general and student administration, financial and human resources matters.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Senior School Administrator will work closely with the School Manager to supervise a small administrative team and coordinate the provision of high-level advice and administrative support to ensure the efficient and effective management of day-to-day operations by liaising with staff, students, visitors and external stakeholders and working in partnership with other areas of the University.

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 broad direction of the School Manager, the Senior School Administrator will:

1. Provide high level advice on a wide range of policies and procedures, liaising with staff and students and ensuring issues are solved timely.
2. Contribute to the development and implementation of school procedures and protocols, coordinating various consultation processes and provide high-level project support in the implementation of various strategic initiatives, including the improvement of administrative processes.
3. Coordinate the financial, human resources, student and education administration, being accountable for obtaining the needed approvals and for the accurate processing and reporting and ensuring compliance with University policies and procedures and local area protocols, investigating issues and designing and implementing initiatives to reduce risks.
4. Oversee a range of other administrative matters such as: the provision of committee support, room allocation and booking, event coordination, stationery orders, access cards and IT access and ensuring appropriate maintenance of office space and equipment in line with University and local area protocols.
5. Coordinate the School’s website maintenance, liaising with stakeholders to collect information and update relevant sections, taking a proactive role in ensuring the website information and structure contribute to the achievement of the School’s strategic goals.
6. Supervise a small team of administrators, including coaching, mentoring, skill and career development and feedback on performance.
7. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.
8. To adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity
9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

For assistance please contact HR Division Ph. 6125 3346
SELECTION CRITERIA:
1. Degree in a relevant field with demonstrated relevant experience in an administrative role in a complex environment or an equivalent combination of relevant experience and education/training. Experience in finance, student administration or human resources will be highly regarded.
2. Demonstrated high level customer service and communication skills with experience producing business correspondence, reports and meeting papers and an ability to liaise effectively with stakeholders in a culturally diverse environment.
3. Demonstrated analytical and problem-solving skills, with a proven ability to collect and analyse data and to make recommendations on alternative solutions to senior management. Project coordination experience is required.
4. Proven organisational skills and ability to prioritise competing demands and to work effectively both independently and collaboratively and to supervise a team, meeting deadlines and delivering high quality outcomes.
5. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management platforms and website maintenance.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

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: Lili Ceric Date: 9/9/21

References:
Professional Staff Classification Descriptors
Academic Minimum Standards