Australian National University

# Position Description

| College/Division: | ANU College of Business and Economics |
|---|---|
| Faculty/School/Centre: | Research School of Accounting |
| Position Title: | School Administrator |
| Classification: | ANU Officer Grade 4 (Administration) |
| Position No: | |
| Responsible to: | School Manager |

## PURPOSE STATEMENT:

The School Administrator provides general administrative support, contributing to the efficient day-to-day administration of the undergraduate and postgraduate teaching programs of the Research School of Accounting and providing assistance across a range of duties to support the School Manager and the wider academic team.

## KEY ACCOUNTABILITY AREAS:

### Position Dimension & Relationships:

The School Administrator contributes to a team responsible for a broad range of tasks associated with supporting the operations of the School. The School Administrator provides support to a range of stakeholders including academics, students and visitors, and works closely with team members in the School office and academics in the School.

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. Provide high quality administrative support within the School office to ensure efficient and effective services for student-related matters, including liaising with staff and students and assisting with timetabling, examination arrangements and results processing.
2. Act as the first point of contact for staff and student enquiries and liaise with other areas within the University as required.
3. Provide general administrative support for a range of other activities including, but not limited to: room allocation and booking, collating and placing stationery orders, and arranging access cards and office keys.
4. Participate in meetings, training and professional development activities as appropriate to the position level.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.
6. Adhere to and model the CBE Values and Behaviours of Excellence, Robustness, Respect, Collegiality and Unity
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity

## Selection Criteria:

1. Demonstrated administrative experience in a client-facing role in a complex organisation. Qualifications and/ or relevant training will be highly regarded.
2. A sound understanding of, and commitment to, the principles of a client-focused service.
3. Excellent written, verbal and interpersonal communication skills, including the ability to consult and liaise effectively with a diverse range of people
4. Ability to be adaptable and to work both independently and as part of a team.
5. Proficiency in using Microsoft Office suite and skills in data entry and the use of spreadsheets. Previous experience with the University's Student Administration systems will be highly regarded.

6. Ability to use initiative, judgement and discretion in the performance of administrative duties.
7. 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: | | Date: | |
|---|---|---|---|

**References:**

[Professional Staff Classification Descriptors](#)

# Pre-Employment Work Environment Report

## Position Details

| College/Div/Centre | CBE | Dept/School/Section | RSA |
|---|---|---|---|
| Position Title | School Administrator | Classification | ANUO4 |
| Position No. | | Reference No. | |

**In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.**

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division.  Without this form jobs cannot be advertised.

- This form is used to advise potential applicants of work environment issues prior to application.

- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/__Health_Surveillance_Program/index.asp   Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp

- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

## Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

| TASK | regular | occasional | TASK | regular | occasional |
|---|---|---|---|---|---|
| key boarding | ☒ | ☐ | laboratory work | ☐ | ☐ |
| lifting, manual handling | ☐ | ☒ | work at heights | ☐ | ☐ |
| repetitive manual tasks | ☐ | ☒ | work in confined spaces | ☐ | ☐ |
| catering / food preparation | ☐ | ☐ | noise / vibration | ☐ | ☐ |
| fieldwork & travel | ☐ | ☐ | electricity | ☐ | ☐ |
| driving a vehicle | ☐ | ☐ | | | |
| **NON-IONIZING RADIATION** | | | **IONIZING RADIATION** | | |
| solar | ☐ | ☐ | gamma, x-rays | ☐ | ☐ |
| ultraviolet | ☐ | ☐ | beta particles | ☐ | ☐ |
| infra red | ☐ | ☐ | nuclear particles | ☐ | ☐ |
| laser | ☐ | ☐ | | | |
| radio frequency | ☐ | ☐ | | | |
| **CHEMICALS** | | | **BIOLOGICAL MATERIALS** | | |
| hazardous substances | ☐ | ☐ | microbiological materials | ☐ | ☐ |
| allergens | ☐ | ☐ | potential biological allergens | ☐ | ☐ |
| cytotoxics | ☐ | ☐ | laboratory animals or insects | ☐ | ☐ |
| mutagens/teratogens/ carcinogens | ☐ | ☐ | clinical specimens, including blood | ☐ | ☐ |
| pesticides / herbicides | ☐ | ☐ | genetically-manipulated specimens | ☐ | ☐ |
| | | | immunisations | ☐ | ☐ |

**OTHER POTENTIAL HAZARDS (please specify):**

| Supervisor's Signature: | | Print Name: | | Date: | |
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