POSITION DESCRIPTION

Administration Officer

Position Level 6
Faculty/Division Business
Position Number ADMIN ONLY
Original document creation 25/10/2022

Position Summary

The Administration Officer supports the Editor in Chief of the Australian Journal of Management (AJM) with the operational management of the journal. The Administration Officer is a member of the UNSW Business School Research and Enterprise Team and therefore part of a team that provides strategic research support to the UNSW Business School.

This position reports to the Manager, Strategic Research Development however, given the scope of the position, the incumbent is supervised on a day-to-day basis by the Editor in Chief of the Australian Journal of Management and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide administrative support to the Editor in Chief, including scheduling and organising meetings, recording minutes of meetings, payment of invoices and arranging journal-related travel.
- Oversee the submission process to the journal including liaising with the area editors, reviewers and authors, and monitor progress of submitted papers, identifying any issues for the Editor in Chief.
- Produce journal-related statistics and reporting for the Editor in Chief.
- Coordinate the production of the journal and ensure publication deadlines are met by liaising with SAGE Publications on systems-related and operational issues, authors on specific papers, and the Editor in Chief on content.
- Monitor journal finances and prepare budgets for the Editor in Chief.
• Maintain effective channels of communication for the journal, responding to enquiries in a timely manner and maintaining the journal website, updating as required.
• Coordinate the voting process for the annual best paper prize and commission the plaques.
• Manage enquiries regarding the Journal.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.
• Substantial experience working in either the University or publishing sector, with a demonstrated understanding of the journal publication processes.
• Demonstrated ability to manage competing priorities, work independently, liaise with stakeholders at all levels, and deliver high quality outcomes to deadlines.
• Highly advanced interpersonal, written and oral communication skills.
• Demonstrated analytical and problem-solving skills, with an exceptional level of attention to detail and accuracy.
• Excellent numeracy skills with the ability to understand and communicate financial information and monitor budgets.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This position description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This position description is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.