POSITION DESCRIPTION

Project Assistant

Position Level | 4/5
Faculty/Division | Science
Position Number | 00046189
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Position Summary

The School of Mathematics and Statistics at UNSW is a leading research mathematics school in Australia and enjoys a strong international reputation.

As a member of the School’s administration team, this position supports activities as required within the School.

The role of Administrator reports to the School Manager, and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

Level 4

- Undertake reception duties and attend to email enquiries from staff, student and other stakeholders and/or direct enquiries to appropriate staff.

- General administrative/clerical duties in the School office including filing, photocopying, accepting/arranging deliveries and couriers, mail sorting, etc)

- Maintain/order School’s stationary and supplies and other purchases using the online purchasing system and reconcile transactions.

- Administer the School’s equipment booking system.

- Organise room and desk allocation for new staff members, academic visitors and students and prepare information packs for new staff and academic visitors.

- Maintain the School’s key register.

- Provide administrative support to student services on exam processes.

- Take minutes in school meetings as and when required.
• Actively assist the School’s WHS committee and complete risk assessments for the School as required.
• 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.

Level 5
In addition to the level 4 duties:
• Coordinate meetings including meeting room set up and preparing necessary documentation for meetings and committees.
• Support operations by accessing and engaging with the various shared service interfaces and divisions, across a broad range of administrative functions according to the needs of the work unit.
• Finance administration support and other administrative duties as directed by the School Manager and Head of School.
• Provide assistance to the School’s workshops, conferences and other events.
• Provide training to new or casual School office staff as required.
• Build and sustain effective collaborative working relationships with School stakeholders, including School’s senior staff, faculty, and other external stakeholders.
• Actively participate in the review of relevant School processes and recommend actions if required.
• Apply, interpret and advise on relevant policies and procedures; contribute to the development, continuous improvement and implementation of administrative systems and guidelines.
• Maintain the efficient operation of the School office and support senior admin staff in improving the efficiency and accuracy of routine workflows and School procedures.

Skills and Experience
Level 4
• Associate diploma or relevant work experience or equivalent competence gained through another combination of education, training and experience.
• Ability to deliver projects within agreed timeframes.
• Strong time management, office management and organisational skills, ability to work well under pressure and manage multiple tasks with competing deadlines.
• Demonstrated initiative, sound analytical and problem-solving skills and proven experience in business improvement activities.
• Ability to work in a team and independently.
• Sound computer skills in particular Microsoft Outlook, Word, Excel and PowerPoint, the use of internet, relevant databases and web maintenance software (if relevant).
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.
Level 5
In addition to the level 4 selection criteria:

- Demonstrated administrative experience within a large and complex institution or equivalent.
- Demonstrated time management and organisational skills with a proven ability to establish priorities, achieve objectives and meet deadlines.
- Demonstrated ability to apply, interpret, advise on and contribute to the development of protocols, procedures, guidelines and administrative systems.
- Knowledge of NSS financial systems.
- Well-developed interpersonal and communication skills with a customer service focus and the ability to liaise with a diversity of stakeholders at all levels across an organisation.
- A performance-oriented approach with demonstrated ability to act with a high level of independence, initiative, problem solving, analysis and judgment to provide accurate and appropriate outcomes.
- Advanced word processing, PowerPoint, spreadsheet, database, desktop publishing, internet and e-mail skills, including proficiency with computer packages including Microsoft Office.

Pre-employment checks required for this position

- Verification of qualifications

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 template 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.