POSITION DESCRIPTION

Clinical Campus Administrator, Randwick

Position Level | 5
Faculty/Division | Medicine & Health
Position Number | ADMIN ONLY
Original document creation | September 2021

Position Summary
A Clinical Campus Administrator provides effective day-to-day administrative support for the aligned Clinical Campus.

This role reports to the Clinical Campus Manager, Randwick Clinical Campus.

Accountabilities
Specific accountabilities for this role include:

- Provide advice and coordinate requests in relation to travel, expense reimbursement, recruitment and purchasing from internal and external stakeholders and manage travel arrangements and finance activities for senior Academics, as required.
- Provide high-level executive support to the Head of Clinical Campus and/or Head of Discipline including confidential reception, diary/calendar and email management, coordinate meetings, events, minute meetings and other administrative services as required.
- Provide campus-based administration for Conjoint at that campus, including accurately answering conjoint enquiries, coordinate conjoint applications and renewals and supporting relationships between the Clinical Campus, Conjoint and relevant teaching hospitals.
- Manage NSW Health regulatory checks and stafflink IDs for new staff and ILP/Honours students.
- Oversee maintenance requests with relevant hospital departments.
- Provide administrative support for general school meetings and event coordination, including the arrangement of room bookings, catering, equipment and preparation of meeting materials and post meeting minutes and summaries.
- Assist with the Clinical Campus’ key system and swipe access for staff and students in conjunction with UNSW Facilities Management
- Manage the Clinical Campus’ filing systems, spreadsheets, databases, and other administrative systems ensuring timely accuracy.
- Contribute to the creation of a cohesive operations team across the School by participating in relevant projects and activities to improve practices and processes across the team
- 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.
- Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Well-developed interpersonal and written and verbal communication skills.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, OneDrive, Excel, Word, Powerpoint and Outlook and with using UNSW’s enterprise systems.
- Demonstrated experience supporting and contributing to projects and initiatives.
- 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.