POSITION DESCRIPTION

Administrator

Position Level | 5
Faculty/Division | Business
Position Number | 00093651
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Position Summary

An Administrator plays a key role within the UNSW Business School in providing efficient administrative and executive support to the director of the Economics of Education Knowledge Hub @UNSW Business, and its director Professor Richard Holden.

The role entails responding to enquiries using judgement and initiative while using considerable technical skills and discretion when making decisions.

The role reports to Professor Richard Holden and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide executive support and assistance, whilst exercising discretion, initiative, and confidentiality at all times.
- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication, interpreting requests and correspondence to prioritise.
- Undertake diary, email and document management, including the monitoring and prioritising of emails and assisting with the preparation of responses.
- Coordinate and plan meetings, including compiling agendas and other documents, preparing minutes and following up on allocated or outstanding meeting tasks.
- Provide advice on the interpretation of UNSW Policies and Procedures and apply to all activities as appropriate.
- Undertake ad-hoc projects as required.
• Organise conferences and other events from time to time.
• Manage social media accounts to maintain the profile of the Knowledge Hub.
• 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 & 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.
• Strong written and verbal communication skills, with a high level of attention to detail for deliverables produced.
• High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.
• Ability to liaise effectively with all levels of staff and external stakeholders.
• Experience working with a range of computer systems and applications, including Microsoft Office.
• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
• Proven organisational skills and the ability to operate autonomously while demonstrating strong initiative and a proactive approach to driving process improvement.
• 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 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.