The Administrator, Rural Support Services contributes to the development, implementation and evaluation of operational processes supporting the delivery of the undergraduate and post-graduate programs at the Rural Clinical Campuses.

The role provides high quality administrative and logistical support to the Manager, Rural Clinical Campuses and Associate Dean Rural Health. The position holder will work closely with the Administrative Officer, Rural Support Services Coordinator within the Rural Support Services team, and build productive relationships with academic and professional staff at each rural campus. The role involves significant liaison, interaction and engagement with staff at campuses, faculty and university level as well as with other external stakeholders, and the position holder will have strong communication skills and an ability to interact on various levels.

The role of Administrator, Rural Support Services reports to the Administrative Officer, Rural Support Services Coordinator, and has no direct reports.

**Position Summary**

The Administrator, Rural Support Services contributes to the development, implementation and evaluation of operational processes supporting the delivery of the undergraduate and post-graduate programs at the Rural Clinical Campuses.

**Accountabilities**

Specific accountabilities for this role include:

- In consultation with the Administrative Officer, Rural Support Services Coordinator, perform and maintain a broad range of administrative practices, including compliance, safety, reporting requirements and other activities supporting the Rural Clinical Campuses.
• Provide effective assistance to academic and professional staff on matters including but not limited to induction, orientation, access to online systems, and process management requirements.

• Contribute to and support the delivery of rural recruitment and admissions initiatives to achieve the objectives of the Rural Entry Scheme, in line with faculty and other requirements.

• Provide guidance and assistance on matters in line with guidelines, processes and procedures including recruitment, HR, WH&S, branding and promotion, media, travel, governance, compliance and audit, reporting, assets, staff training and development.

• Develop and maintain strong relationships with internal and external stakeholders, ensuring effective channels of communication, prioritising requests and correspondence, and exercising judgement and discretion for urgent, confidential or sensitive matters, seeking guidance where appropriate.

• Provide effective administrative and logistical support for student activities through the Rural Allied Health and Medical Society (RAHMS) seeking guidance and assistance where appropriate.

• Review, monitor and ensure timely and accurate processing of financial transactions and requests including purchasing, travel, credit card reconciliation, payments and expense reimbursements.

• Provide administrative capacity for meetings, committees, funding bodies, and others including monitoring and reporting against objectives and milestones supporting the Manager Rural Clinical Campuses and Associate Dean Rural Health.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical health and safety of yourself or others.

Skills and Experience

• Relevant tertiary qualification or equivalent level of knowledge and competence gained through another combination of education, training and experience.

• Experience in the coordination, review of programs, projects, scheduling and other educational support initiatives, ensuring confidentiality, discretion and tact where required.

• Proven initiative and demonstrated problem-solving skills working in a high-volume, process driven educational environment with multiple tasks and competing deadlines, whilst maintaining a high level of accuracy, attention to detail and accountability.

• A performance-oriented approach with strong time-management and organisational skills and the ability to work effectively with minimal supervision as well as collaboratively in a team environment.

• Well-developed interpersonal skills and a demonstrated ability to communicate with people at all levels including from diverse backgrounds and cultures, verbally and in writing.

• Proven track record of contributing positively to team dynamics, building professional relationships, demonstrating integrity, and supporting management decisions and strategic direction.

• Sound computer literacy with excellent skills in the Microsoft Office Suite of application and an ability to learn and gain competence in UNSW systems-based applications in a timely manner.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health & safety (psychosocial and physical) 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.