POSITION DESCRIPTION

Administrator

Position Level | Level 5
Faculty/Division | Division of Planning & Assurance
Position Number | ADMIN ONLY
Original document creation | August 2023

Position Summary

The Administrator is responsible for providing proactive, practical and efficient administrative support to the Office of DVC, Planning & Assurance.

The role reports to the Executive Officer and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high level administrative support to the Office of the DVC, Planning & Assurance and its business units, including but not limited to, ordering IT equipment, stationery, and consumables.
- Develop and maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.
- Review and monitor finance administration requests, including but not limited to, purchasing, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Maintain and update the asset register for the Division.
- Manage the induction/new starter process for all new staff for the Division, including building and site orientation.
- Act as the first point of contact for internal and external stakeholders, maintaining effective channels of communication and initiate, action or escalate requests as necessary.
- Undertake data entry and data extraction from various systems including the Governance, Risk and Compliance system.
• Organise, support and promote Divisional training and events, including booking and setting up rooms, organising catering, assisting with setting up programs, assisting with registrations, collating and distributing materials, communicating with presenters, and recording.

• Assist the Executive Officer to update website content and materials as directed, including communications, content on Teams site and Sharepoint, and EDMs through chosen tools.

• Provide general advice relating to administrative guidelines, processes and activities.

• Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.

• Participate in relevant projects and initiatives as required.

• 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 with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Well-developed time management and organisational skills, including the ability to effectively prioritise tasks and duties in order to meet deadlines in high volume environment.

• Excellent attention to detail and demonstrated ability to provide effective customer service and support to clients at all levels.

• Strong interpersonal, written and oral communication skills and the ability to liaise with a range of stakeholders.

• Demonstrated ability to work independently, show initiative and work productively as part of a team in a fast-paced environment.

• Highly proficient computer literacy with advanced skills in Microsoft Office applications.

• Demonstrated ability in the use and administration of online systems and databases.

• 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.