POSITION DESCRIPTION

Administrative Officer

Position Level | 6
Faculty/Division | DVC-Academic
Position Number | ADMIN ONLY
Original document creation | 08/06/2023

Position Summary

An Administrative Officer plays a key role in coordinating and managing the general administration and support for events, projects, and activations within the Uluru Dialogue as part of the Voice to Parliament education campaign.

The role reports to Campaign Manager, Uluru Dialogue supporting relevant stakeholders within PVC Indigenous.

Accountabilities

Specific accountabilities for this role include:

- Coordinate and manage a broad range of administration practices and reporting systems for the Uluru Dialogue
- Facilitate or support the timely delivery of merchandise including monitoring orders, packing, and sending and liaison with customers.
- Monitor or support with the maintenance of stock levels and facilitate ordering.
- Support, Plan, develop or maintain administrative procedures and processes, providing administrative and logistical support for events and activations including booking venues, organising travel, managing RSVPS, arranging catering and other administrative requirements as needed.
- Act as the primary contact for key internal and external stakeholders, maintaining effective channels of communication, analysing and prioritising requests and correspondence and addressing urgent and sensitive matters.
• Support finance administration requests in relation to events, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.

• Provide support in the delivery of Uluru Dialogue projects, initiatives, and other ad hoc programs.

• 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.

- Excellent time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines.

- Highly advanced interpersonal, written, and oral communication skills.

- Demonstrated experience providing effective customer service and support to clients at all levels.

- Highly proficient computer literacy with excellent skills in Microsoft Office applications.

- Ability to plan, organise and co-ordinate projects and tasks.

- Excellent numeracy skills with the ability to understand and communicate financial information and monitor budgets.

- 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.