POSITION DESCRIPTION

Team Administrator

Position Level  
Broadband Level 4/5

Faculty/Division  
UNSW Canberra (ADFA)

Position Number  
00095335

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17/11/2022

Position Summary

Working in a fast-paced and dynamic environment, the Team Administrator plays a key role within the UNSW Canberra City campus team, providing support across multiple portfolios including Professional Education, Launch (the University's innovation hub), Government Contracts and Stage 1 of the Canberra City Project.

Under the direction of the Project Coordinator, the Team Administrator will provide governance support, administrative assistance, event/short course support and general office maintenance.

The role of Team Administrator reports to the Project Coordinator.

Accountabilities

Specific accountabilities for this role include:

At Level 4

- Arrange meetings, functions, travel, accommodation, catering and venue bookings.
- Prepare correspondence, meeting agenda, take meeting notes and draft other documents as required.
- Contribute to the maintenance of systems, processes and procedures within UNSW Canberra City.
- Maintain office supplies.
- Attend rostered shifts at an off-site government office in Barton.
- Maintain areas within Canberra City buildings including facilities for Launch Collaborators.
- Respond to enquiries from internal and external customers (in-person, telephone and written), initiate appropriate action and refer as appropriate.
- Arrange repairs and maintenance of equipment and facilities.
- Perform a range of general administrative duties, as required.
- Contribute to team initiatives and assist colleagues as necessary.
• Contribute to the common activities of the School, Faculty and University.
• 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.
• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
• This is a forward facing role, with a face-to-face presence required.

At Level 5
In addition to level 4 above:
• Respond to complex enquiries using judgment and initiative whilst demonstrating an understanding of, and applying University policy and procedure.
• Develop and maintain filing systems, spreadsheets, databases, websites and other administrative systems as required.
• Coordinate and undertake a range of administrative functions that may include personnel, financial, accommodation, and events-related activities.

Skills and Experience

At Level 4
• Education Requirements
  o Completion of an Associate diploma level qualification with relevant work experience (including experience gained in parallel with undertaking part-time study) or a certificate level qualification with post-certificate relevant work experience, OR
  o Completion of a post-trade certificate and subsequent relevant experience, OR,
  o Completion of a trade certificate and subsequent relevant experience leading to the development of areas of specialisation through a depth of skills, or to the application of skills normally associated with a number of separate trades, or to the application of administrative and supervisory roles in conjunction with trade skills, OR
  o An equivalent level of knowledge gained through any other combination of education, training and/or experience.
• Demonstrated ability to communicate effectively (both written and verbal), and interact successfully and respectfully with people from differing backgrounds both on technical and non-technical levels.
• Demonstrated ability to work both independently and effectively within and across teams to build relationships with colleagues, and internal and external stakeholders to deliver on outcomes within prescribed deadlines.
• Ability to produce accurate, timely and well-presented information that meets requirements.
• Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email.
• Ability to learn and contribute to the development and implementation of new systems and procedures.
• 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.
• There will be a requirement to work from a secure government office on a rostered basis, and therefore may require a security clearance.

At Level 5
• Education Requirements
  o Completion of a degree without subsequent relevant work experience as a graduate upon appointment, OR
  o Completion of an associate diploma with a range of experience including at least 2 years subsequent relevant work experience, OR
  o Completion of a certificate or a post-trades certificate and extensive subsequent relevant experience, OR
  o An equivalent level of knowledge gained through any other combination of education, training and/or experience.
• Relevant administrative experience, including the ability to consult and liaise with colleagues, and internal and external stakeholders at varying levels of authority.
• Demonstrated high level communication ability, including the ability to interact effectively and respectfully with people from differing backgrounds both on technical and non-technical levels.
• Demonstrated ability to establish priorities and manage moderately complex tasks with strong attention to detail and a high level of accuracy.
• Highly developed organisational skills and proven ability to work within strict deadlines in a busy and varied office environment.
• Demonstrated ability to contribute to, initiate and establish new procedures both independently and as a part of a team, escalating issues when necessary.
• Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email, and demonstrated ability to learn and implement new systems.
• 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.
• There will be a requirement to work from a secure government office on a rostered basis, and therefore may require a security clearance.

Pre-Employment checks required for this position
• Criminal History Check
• Identification Check
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.