Administrative Assistant

Position Summary
The admin assistant is responsible for providing proactive, practical and efficient administrative support to staff and students in the Faculty of Law & Justice. The focus of this role is providing administrative assistance in the Faculty Administration team, including coverage for Front Desk reception services and academic events assistance within the Faculty (e.g. Seminars, conferences, and workshops hosted by UNSW Law & Justice and its research centres).

The role reports to the Operations Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Assist in the coordination of and provide administrative support for events and meetings, including the arrangement of room bookings, catering, equipment, and preparation of meeting materials.
- Jointly manage the Law & Justice Front Desk email inbox ensuring emails are actioned promptly and provide accurate information and efficiently respond to enquiries of staff, students, and visitors.
- Administer support and co-ordination for all facilities, space management (including advice on office relocations, ordering equipment and stationery)
- Other general administrative support for the Faculty, Centres and Faculty Operations team as directed by Operations Manager and Faculty Executive Director.
In conjunction with the Administrative Officer (Centre Administration), provide support and coordinate research centre events, including, but not limited to, invitations, registrations, and logistics.

Compile email communications of events, meetings, conference to target audiences

Act as cover to support front office reception during breaks including the provision of reception and telephone answering services.

Assist in compiling weekly ‘what’s on’ email notification of all Faculty events is compiled and forwarded to staff

Regularly review, analyse and contribute to the development and implementation of the Faculty’s systems and procedures to ensure their ongoing improvement in quality and effectiveness.

Ensure smooth running of the office when colleagues may be in training or on leave.

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**

- Diploma or equivalent combination of qualifications and work experience.
- Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines.
- Excellent attention to detail and ability to provide effective customer service and support to clients at all levels.
- Advanced interpersonal, written and oral communication skills.
- Demonstrated capacity to work effectively in a team, preferably within a customer service environment.
- Proficient level of 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 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.