Position Description

Administrator - Node

Position Number: 00082990
Position Title: Administrator – Node
Date Written: February 2020

Faculty / Division: Faculty of Science
School / Unit: School of Physics
Position Level: Level 5

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten-year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition, we are attracting the very best academic and professional staff to play leadership roles in our organisation.

VALUES IN ACTION: OUR UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

- Delivers high performance and demonstrates service excellence.
- Thinks creatively and develops new ways of working. Initiates and embraces change.
- Works effectively within and across teams. Builds relationships with internal and external stakeholders to deliver on outcomes.
- Values individual differences and contributions of all people and promotes inclusion.
- Treats others with dignity and empathy. Communicates with integrity and openness.
OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The School of Physics is one of the leading Physics schools in Australia. It offers a world class undergraduate physics degree, as well as a postgraduate PhD research program for over 50 students. 33 academic staff conduct theoretical and experimental research in quantum physics, astrophysics, fundamental physics; and condensed matter physics. UNSW is an international leader in quantum computing research and hosts the ARC Centre for Quantum Computation and Communication Technology. Major nodes of two other ARC Centres: Exciton Science; and Future Low-Energy Electronics Technologies are also based at UNSW.

For further information about the school please visit www.physics.unsw.edu.au.

UNSW Physics also hosts the FLEET@UNSW node of the ARC Centre of Excellence for Future Low Energy Electronics Technologies (FLEET). The node currently has 7 Chief Investigators, and some 20 research staff and students.

The Administrator will work with the UNSW Node Leader of FLEET and the UNSW FLEET Chief Investigators to ensure effective administration and communication with centre members, and assist with planning, administration and reporting for the Centre.

The role of Administrator – Node reports to Scientia Professor Hamilton (Deputy Director and UNSW Node Leader of FLEET) and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

• Provide pro-active, practical and efficient administrative services to the FLEET Node Leader and FLEET Chief Investigators, acting as the first point of contact for enquiries.

• Liaise with FLEET administration team at Monash to ensure smooth communications, flow of information, and to ensure UNSW reports and requested information is provided to Monash in a timely manner.

• Assist Chief Investigators with oversight of Centre related financials, including credit card reporting and providing financial reports for the FLEET Centre administration at Monash.

• Assist in the administration of any internal grants programs and mentoring programs.

• Assist in the administration and preparation of grant funding applications and reports.

• Assist FLEET members with travel and purchasing.

• Liaise with External Relations to maintain the FLEET UNSW node websites and social media accounts.

• Arrange various meetings such FLEET@UNSW node meetings and internal group meetings, including the preparation and distribution of agendas, minute taking and recording minutes, and tracking action items.

• Integrate information from various sources to draft documents and correspondence including newsletters, email communications and general communications to FLEET@UNSW staff and students.

• Coordinate events such as seminar programs, special events, distinguished visits and workshops, and assist the various Schools to organise postgraduate student events and other workshops.

• Maintain filing systems, databases, and other administrative systems, and/or use existing UNSW or FLEET databases and systems to track publications, student enrolments, research grant funding and other performance measures.

• Assist with other School & Centre administrative duties as and when they arise.

• Interpret and apply UNSW and faculty guidelines and processes to all activities as appropriate.
• 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.

SELECTION CRITERIA

• Relevant degree with subsequent relevant experience or equivalent competence gained through another combination of education, training and experience.
• Demonstrated experience in providing administrative support in a research organisation or similar.
• Excellent interpersonal and written and verbal communication skills including ability to communicate with and influence diverse internal and external stakeholders.
• Strong time management, office management and organisational skills, ability to work well under pressure and manage multiple tasks with competing deadlines and delegate as required (if relevant).
• Demonstrated experience in the use of office management software especially in the use of Microsoft office and web authoring tools.
• Extensive experience working on confidential and sensitive matters and demonstrated ability to exercise discretion and tact as required.
• Demonstrated experience in maintaining databases, and in the production of communications material such as newsletters, flyers and email announcements.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.