POSITION DESCRIPTION

Clinical Campus Administrator, Randwick

<table>
<thead>
<tr>
<th>Faculty/Division</th>
<th>Medicine &amp; Health</th>
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<tbody>
<tr>
<td>Classification Level</td>
<td>Professional 5</td>
</tr>
<tr>
<td></td>
<td>G - Administrative, Clerical, Computing, Professional &amp; Research Staff</td>
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<tr>
<td>Hours &amp; Span (Category)</td>
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<tr>
<td>Position number</td>
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<tr>
<td>Shiftwork status</td>
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</tr>
<tr>
<td>Allowances</td>
<td>Nil</td>
</tr>
<tr>
<td>On call arrangements</td>
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<td>Original document creation</td>
<td>8 May 2023</td>
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**Position Summary**

A Clinical Campus Administrator provides effective day-to-day administrative support for the aligned Clinical Campus.

This role reports to the Clinical Campus Manager, Randwick Clinical Campus.

**Accountabilities**

Specific accountabilities for this role include:

- Provide high-level executive support to the Head of Clinical Campus and/or Head of Discipline including confidential reception, diary/calendar and email management, coordinate meetings, events, minute meetings and other administrative services as required.
- Provide advice and coordinate requests in relation to travel, expense reimbursement, recruitment and purchasing from internal and external stakeholders and manage travel arrangements and finance activities for senior Academics, as required.
- Provide campus-based administration for Conjoint at that campus, including accurately answering conjoint enquiries, coordinate conjoint applications and renewals and supporting relationships between the Clinical Campus, Conjoint and relevant teaching hospitals.
- Assist with recruitment activities for the Campus including obtaining the necessary approvals and the processing of new positions through relevant HR systems.
- Manage NSW Health Contingent Worker applications for Campus staff and HDR Candidates.
• Assist with Campus financial transactions including the payment of invoices and raising of purchase orders. Liaise with the relevant finance teams to ensure efficient and timely management of Campus finances.

• Oversee day-to-day functioning of UNSW office spaces including equipment & stationary ordering, general IT enquiries, desk bookings and room bookings. Manage maintenance requests with relevant hospital departments.

• Provide administrative support for general school meetings and event coordination, including the arrangement of room bookings, catering, equipment and preparation of meeting materials and post meeting minutes and summaries

• Assist with the Clinical Campus’ key system and swipe access for staff and students in conjunction with UNSW Facilities Management

• Manage the Clinical Campus’ filing systems, spreadsheets, databases, and other administrative systems ensuring timely accuracy.

• Contribute to the creation of a cohesive operations team across the School by participating in relevant projects and activities to improve practices and processes across the team

• 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.

• Demonstrated competency and experience with diary/calendar management at an Executive level.

• High proficiency of computer literacy, working with a range of computer systems and applications, including Microsoft Office 365 suite including Teams, OneDrive, Excel, Word, Powerpoint and Outlook and with using UNSW’s enterprise systems.

• Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.

• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

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

• Well-developed interpersonal and written and verbal communication skills.

• Demonstrated experience supporting and contributing to projects and initiatives.

• 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.