POSITION DESCRIPTION

Administrative Assistant

Position Level 5
Faculty/Division DVC-Research & Enterprise
Position Number 00093340
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Position Summary

The Mark Wainwright Analytical Centre (MWAC) comprises 11 core research-support facilities housing high-end research instrumentation supporting STEM research. Located in purpose-built high-grade laboratories at UNSW, the Centre includes facilities for the study of the structure and composition of biological, chemical and physical materials and also includes sample preparation laboratories, smaller instruments and computing facilities. In addition MWAC provides training and technical support for the instruments and appropriate expertise for diverse research applications.

The position of Administrative Assistant will provide administrative, financial and office management support to the Solid State and Elemental Analysis (SSEA) Unit and the UNSW Mark Wainwright Analytical Centre by assisting with budget planning and financial reporting, managing accounts, purchasing and major procurement. The Administrative Assistant will also assist with cost recovery for specific units, organising meetings and travel and assisting with front of office duties for the Centre.

The Administrative Assistant reports to the Head of the SSEA Unit and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide pro-active, practical and efficient administrative services to the SSEA Unit, acting as the first point of contact for enquiries.
- Provide support for purchasing and payment of invoices.
- Arrange the reconciliation of credit cards, reimbursement of staff/student expenses and travel.
- Assist in the issuing of invoices and receipt of payments for analytical services.
- Provide support for cost-recovery billing for the SSEA Unit.
• Arrange various meetings such as MWAC meetings and internal group meetings, including the preparation and distribution of agendas, minute taking and recording minutes, and tracking action items.

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

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

• Conduct finance reporting using the University finance system.

• Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://www.unsw.edu.au/values) and the [UNSW Code of Conduct](https://www.unsw.edu.au/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 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.

• 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.