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POSITION DESCRIPTION

Centre's Team Leader

Faculty/Division

Law & Justice

Classification Level

Professional 7

Hours & Span (Category)

G - Administrative, Clerical, Computing, Professional & Research Staff

Shiftwork status

NOT SHIFTER

Position Summary

The Centre's Team Leader will lead the administrative, event and project support to UNSW Law & Justice research centres, including the Centre for Criminology, Law & Justice (CCLJ), China International Business and Economic Law Centre (CIBEL), the Gilbert and Tobin Centre of Public Law(G&T), the Indigenous Law Centre (ILC) and provides support to the Research Support Team. The position will work collaboratively with the Directors of centres to support and provide guidance on activities to achieve and communicate the Centre's strategic goals and achievements.

The Centre Lead will report to the Research Manager, Impact and Engagement and work closely with Centre Directors. The Centre's Team Leader will have on position – the Centre Administrator (Level 6) – reporting to it, along with casuals as required.

Accountabilities

Specific accountabilities for this role include:

- In collaboration with Centre Directors and Research Manager pre-plan and negotiate a suite of activities and events for each Centre ensuring that timing is coordinated to consider the workload of the team.
- Provide strategic guidance to Centre Directors on the best way to maximise resources to achieve Centre strategic aims through activities, such as grant schemes, and events.
- Develop operational plans for each Centre's activities ensuring they are adequately resourced, and milestones are met in a timely matter.
- Develop and monitor budgets for activities and projects and work closely with the Finance Team to provide financial reports to Centre Directors.

- Supervise and develop team members and provide regular feedback on progress and development.
- Supervise the development and maintenance of content for Centre communication channels such as websites, newsletters and social media, utilizing specialist function support where required.
- Maintain productive relationships with interdependent functions such as Finance, Division of External Relations and HR to assist in achieving Centre objectives.
- Maintain Centre databases and develop a process to collate relevant metrics of Centre activities and achievements for Centre reporting (Annual Reports, Steering Committees).
- Assist in leading a culture of support and knowledge transfer within the wider Research and Centres team.
- Ensure that Centre enquiries are responded to or escalated to relevant Centre contacts in a timely and professional manner.
- Provide high-level secretarial support to Centre steering committees and other meetings as required.
- 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 qualifications and experience in administration or equivalent competence gained through a combination of education, training and experience.
- Demonstrated excellent interpersonal and written and verbal communication skills with the ability to liaise with a range of diverse stakeholders and build beneficial networks
- Excellent numeracy skills with the ability to understand and communicate financial information and compile and monitor budgets.
- Demonstrated experience and ability to work effectively with minimum supervision on multiple tasks, and of delivering organised and accurate work to deadlines.
- Demonstrated ability to identify, analyse and solve administrative problems independently, and provide solution-based outcomes to improve administrative efficiencies.
- Demonstrated ability to plan and coordinate events and conferences, from conception to execution, both online, hybrid and in-person.
- Proficiency in website content management, use of email campaign platforms such as Mailchimp, event management platforms such as Eventbrite and Teams, as well as proficient computer skills with experience and knowledge of the Microsoft Office Suite
- 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.

Pre-employment checks required for this position

- Verification of qualifications

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.