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## POSITION DESCRIPTION

# Administrator

Faculty/Division	Science
Classification Level	Professional 5
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	00198682
Shiftwork status	NOT SHIFTERWORKER
Allowances	N/A
On call arrangements	N/A
Original document creation	3 May 2024

### Position Summary

An **Administrator** provides effective day-to-day administrative support within the School of Physics to ensure all services are provided efficiently to meet the operating needs of the School and Faculty

The role reports to the School Manager supporting the School and Faculty of Science.

### Accountabilities

Specific accountabilities for this role include:

- Provide high level administrative support to the School of Physics.
- Direct enquiries, as appropriate, to other members of the team, maintaining effective channels of communication, analysing requests and correspondence to prioritise as well as urgent and often sensitive matters.
- Provide effective specialist advice relating to administrative guidelines, processes and activities.
- Develop and maintain detailed filing systems, spreadsheets, databases, websites and other administrative systems.
- Draft agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings as required.

- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Review and monitor finance administration requests, including but not limited to, purchasing, travel, credit card reconciliation, expense reimbursements, payment requests and billing processes.
- Arrange, support and promote meetings and events for internal and external stakeholders.
- Undertake induction and new starter process for new staff and visitors including access to systems and building and site orientation.
- Participate in relevant projects and business improvement activities to streamline processes and facilitate administrative efficiency.
- Assist with the administration of casual staff within the School.
- Monitor and maintain stationery and other general supplies for the School.
- Assist with other School administrative duties as and when they arise.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health & safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the psychosocial or physical 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.
- Advanced time management, organisational and problem-solving skills, including the ability to meet deadlines.
- Well-developed interpersonal and written and verbal communication skills.
- Demonstrated experience providing effective customer service and support to clients at all levels.
- Highly proficient computer literacy with excellent skills in Microsoft Office applications.
- Ability to make sound judgements and work both independently and as part of a team.
- Demonstrated experience supporting and contributing to projects and initiatives.
- Advanced numeracy skills.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.